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ABSTRACT

This second edition, updated from the 1993 version, consolidates acronyms, abbreviations, and definitions commonly used by educators, researchers, grant writers, technicians, practitioners, and other stakeholders in applied technology and adult education. This edition has been expanded to include abbreviations of Florida's state institutions of higher education and the numerical codes for each county. In addition, definitions and acronyms were added or modified to reflect the dynamic state of applied technology. Terms from the book were compiled from a number of sources: selected educational documents, regulatory sources, citations, and input from persons within state and local educational agencies, professional associations, and other agencies and groups that have an impact on applied technology and adult education. The terms and definitions are used at the federal, state, and local levels. Rules for using acronyms and abbreviations are also included. (KC)

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ED 379 521

Applied Technology and Adult Education

Acronyms and Definitions

Second Edition

U.S. DEPARTMENT OF EDUCATION
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Acronyms and Definitions

Second Edition

Produced
November 1994

Contents

Page

Introduction III

Acronyms 3

Abbreviations 20

Rules for Using Acronyms and Abbreviations 23

Definitions 27

Introduction

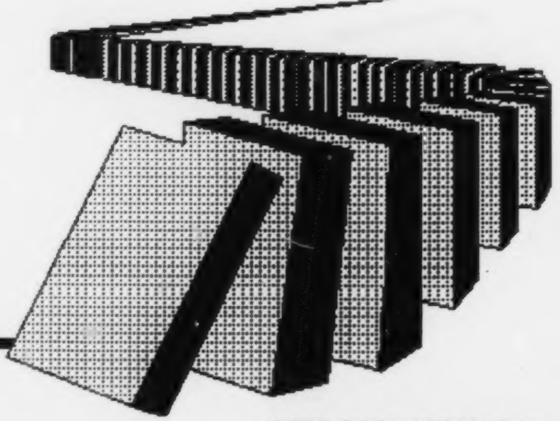
In 1993, the Division of Applied Technology and Adult Education published the first edition of this book; which consolidates acronyms, abbreviations, and definitions commonly used by educators, researchers, grant writers, technicians, practitioners, and other stakeholders in applied technology and adult education. This year's book has been expanded to include abbreviations of state institutions of higher education and the numerical codes for each county. In addition, definitions and acronyms were added or modified to reflect the dynamic state of applied technology.

This book is a compilation of selected educational documents, regulatory sources, citations, and input from individuals within state and local educational agencies, professional associations, and other agencies and groups that impact applied technology and adult education. These terms and definitions may be used at the federal, state and local level.

We hope this book will prove to be useful to you as we continue to implement strategies that will equip us to become more effective in our school improvement and accountability initiatives.

Acronyms and Abbreviations

Commonly Used by
Applied Technology and Adult Educators



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~ A ~

AAAS	American Association for Advancement of Science
AAC	Association for Assessment in Counseling
AACD	American Association for Counseling and Development
AACJC	American Association of Community and Junior Colleges
AAMR	American Association on Mental Retardation
AASA	American Association of School Administrators
AAUW	American Association of University Women
AAVIM	American Association for Vocational Instructional Materials
ABE	Adult Basic Education
ABET	Accreditation Board for Engineering and Technology
ABHES	Accrediting Bureau of Health Education Schools
AC	Area Center
ACA	American Counseling Association
ACCESS	ACCESS, the Education Clearinghouse for Economic Development
ACCET	Accrediting Council for Continuing Education and Training
ACE	Adult and Community Education
ACE	Assisting Change in Education
ACE, FL	Adult and Community Educators of Florida, Inc.
ACEHSA	Accrediting Commission on Education for Health Services Administration
ACENET	Adult and Community Education Network
ACES	Association for Counselor Education and Supervision
ACSCI	Association of Computer-Based Systems for Career Information
ACT	American College Testing
ADA	Average Daily Attendance
ADA	Americans with Disabilities Act
ADD	Attention Deficit Disorder
ADVOCNET	Adult and Vocational Network
AFDC	Aid to Families With Dependent Children
AFT	American Federation of Teachers
AHOTE	Association of Health Occupations Teacher Educators
AIASA	American Industrial Arts Student Association
AICS	Association of Independent Colleges and Schools
AIM/ARM	Abstract of Instructional and Research Materials
AIRBS	American Institute for Research in the Behavioral Sciences

AMSF	Adult Migrants and Seasonal Farmworkers
APIR	Annual Planning Information Report
APSE	Association for Persons in Supported Employment
AR	Accountability Report
ARC	Association for Retarded Citizens
ARTS	Adult Residential Treatment System *(HRS-Mental Health)*
ASCA	American School Counselor Association
ASCD	Association for Supervision and Curriculum Development
ASVAB	Armed Services Vocational Aptitude Battery
ATA	Acquisition of Teaching Aids
ATEA	American Technical Education Association
ATP	Active Treatment Plan
ATR	Apprenticeship and Training Representatives
AV	Audio Visual
AVA	American Vocational Association
AVA/TED	American Vocational Association/ Technology Education Division
AVC	Area Vocational Centers
AVEPDA	American Vocational Education Personnel Development Association
AVIA	American Vocational Information Association
AVTI	Area Vocational Technical Institute

~ B ~

BACE	Bureau of Adult and Community Education *(DATAE)*
BAT	Bureau of Apprenticeship and Training *(FDLES)*
BCDEI	Bureau of Career Development and Educational Improvement *(DATAE)*
BDPIS	Bureau of Development, Planning, and Information Systems *(DATAE)*
BEES	Bureau of Education for Exceptional Students *(DPS)*
BLS	Bureau of Labor Statistics *(U.S. Government)*
BOR	Board of Regents *(SUS)*
BPCP	Blueprint for Career Preparation
BPS	Bureau of Programs and Services *(DATAE)*
BSA	Base Student Allocation
BVPS	Bureau of Programs and Services *(DATAE)*
BVT	Bilingual Vocational Training

~ C ~

CA-2	Cost Analysis Report *(Community College Program Fund)*

CAD	Computer Assisted Drafting
CAEL	Council for Adult and Experiential Learning
CAHEA	Committee on Allied Health Education and Accreditation
CAI	Computer Assisted Instruction
CAM	Computer-Assisted Manufacturing
CAMP	Computer-Assisted Management Program
CAPS	Cooperative Agency Placement System
Career MAP	Career Merit Achievement Plan
CARF	Commission on Accreditation of Rehabilitation Facilities
CASB	Cost Accounting Standards Board
CASHE	Computer Assisted Scholarship for Higher Education
CAT	Career Advancement Training
CBAE	Competency-Based Adult Education
CBE	Competency-Based Education
CBE	Cooperative Business Education
CBI	Community-Based Instruction
CBI	Competency-Based Instruction
CBO	Community-Based Organization
CBS	Community-Based Services
CBT	Computer-Based Training
CBTE	Competency-Based Teacher Education
CBVA	Curriculum-Based Vocational Assessment
CBVE	Competency-Based Vocational Education
CC	Community College
CCA	Career College Association
CCC	Curriculum Coordination Center
CCIS	Curricular-Career Information Service *(FSU)*
CCPF	Community College Program Fund
CCRVAE	Coordinating Council for Research in Vocational and Adult Education
CCSSO	Council of Chief State School Officers
CDE	Cooperative Diversified Education
CDP	Career Development Portfolio
CDS	Curriculum Delivery System
CEC	Career Education Center
CEC	Council for Exceptional Children
CECF	Cooperative Education Clubs of Florida
CEIS	Commission of Evaluation and Information System
CEL	Credit for Experiential Learning
CES	Center for Education Statistics *(U.S. Department of Education)*
CESA	Correctional Education School Authority
CEUs	Continuing Education Units

CFR	Code of Federal Regulations
CHE	Consumer and Home Economics
CHOICES	Computerized Heuristic Occupational Information and Career Exploration System, (Primarily for secondary through postsecondary students)
CHOICES JR	CHOICES (Primarily for middle grades students)
CHOICES CT	CHOICES for adults in career transition
CICS	Customer Information Control System
CIMC	Curriculum Instructional Materials Center
CIP	Capital Improvement Plan
CIP	Classification of Instructional Programs
CIS	Community Instructional Services
CIVTRAIN	Civilian Training Inventory
CLAST	College Level Academic Skills Test
CLEP	College Level Examination Program
CMHC	Community Mental Health Center
CNC	Computer Numerical Control
CO	Cooperative Education
COC	Commission on Colleges *(SACS)*
COEI	Commission on Occupational Education Institutions *(SACS)*
COLMIS	Civilian Occupational Labor Market Information System
COPA	Council on Postsecondary Accreditation
COTE	Council on Teacher Education
CPI	Consumer Price Index
CPS	Current Population Survey
CRT	Criterion-Referenced Testing
CSSU	Crisis Stabilization and Screening Unit
CSU	Crisis Stabilization Unit
CVIS	Computerized Vocational Information System
CWEEA	Cooperative Work Experience Education Association
CYFS	Children, Youth, and Family Services

~ D ~

DACUM	Developing a Curriculum
DATAE	Division of Applied Technology and Adult Education
DBS	Division of Blind Services
DC	Department of Commerce
DCC	Division of Community Colleges
DCT	Diversified Cooperative Training
DD	Developmental Disabilities
D/D	Dissemination/Diffusion
DDPC	Developmental Disabilities Planning Council
DE	Distributive Education
D & E	Diagnostic & Evaluation

DECA/DEC	Distributive Education Clubs of America/Delta Epsilon Chi
DED	Division of Economic Development
DEP	Department of Environmental Protection
DET	Division of Employment and Training
DH	Displaced Homemaker(s)
DHRS	Department of Health and Rehabilitative Services
DISC	Database Information Services Clearinghouse
DLES	Department of Labor and Employment Security
DLIS	Division of Library and Information Services
DMS	Department of Management Services
DO	Diversified Occupations
DOC	Department of Corrections
DOE	Department of Education
DOL	Department of Labor
DOT	Department of Transportation
DOT	Dictionary of Occupational Titles
DPS	Division of Public Schools
DS	Developmental Services *(HRS)*
DTP	Developmental Training Program
DVE	Division of Vocational Education *(Federal)*
DVR	Division of Vocational Rehabilitation
DYS	Division of Youth Services *(Department of Corrections)*

~ E ~

EBCE	Experience-Based Career Education
ECDP	Employee Career Development Program
ECI	Educational Clearinghouse, Incorporated
ED	Education Department *(U.S.)*
EDEPS	Economic Development and Employer Planning System
EDET	Economic Development, Employment and Training
EDGAR	Education Department General Administrative Regulations
EDP	Electronic Data Processing
EDP	Employability Development Plan
EDRS	ERIC Document Reproduction Services
EDWAA	Economic Dislocated Worker Adjustment Act
EEO	Equal Educational Opportunity
EIAC	Education Information Advisory Committee
EIC	Educational Information Centers
EIPC	Education Information Policy Committee
ELA	Eligible Legalized Alien

EMH	Educable Mentally Handicapped
EMT	Emergency Medical Technician
EOG	Executive Office of the Governor
EPDA	Education Professions Development Act
EPIC	Education Progress in Careers
ERIC	Educational Resources Information Center
ES	Employment Security
ES	Employment Services
ESARS	Employment Security Automated Reporting System
ESC	Education Standards Commission
ESEA	Elementary and Secondary Education Act
ESE	Exceptional Student Education
ESL	Early School Leaver
ESL	English as a Second Language
ESO	Education Services Officer
ESOL	English for Speakers of Other Languages
ESRI	Educational System Research Institute
ET	Educational Technology
ETA	Employment and Training Administration
ETPAR	Employment and Training for Public Assistance Recipients
ETS	Educational Testing Service

~ F ~

FAANS	Florida Association of Academic Non-Public Schools
FABA	Florida Association of Behavioral Analysis
FAC	Florida Administrative Code
FACC	Florida Association of Community Colleges
FACD	Florida Association for Counseling and Development
FACE	Florida Association for Computers in Education
FACET	Florida Accountability in Curriculum, Educational Materials, and Testing Act
FACIT	Florida's Approach to Competency-Based Individualized Training
FAEDS	Florida Association of Educational Data Systems
FAME	Florida Association for Media in Education
FAPSS	Florida Association of Public Service Students
FARF	Florida Association of Rehabilitation Facilities
FASA	Florida Association of School Administrators
FASD	Florida Association of Staff Development

FATE	Financial Aid for Training and Education
FATIE	Florida Association for Technical and Industrial Education
FAUN	Florida Application Update Network
FAVATE	Florida Association of Vocational Adult Teacher Educators
FBLA/PBL	Future Business Leaders of America/ Phi Beta Lambda
FCA	Florida Counseling Association
FCEE	Florida Council on Economic Education
FCIC	Florida Center for Instructional Computing
FCIDS	Florida Career and Information Delivery System
FCIE	Florida Center for Industrial Excellence
FCLA	Florida Council of Local Administrators
F/COVE	Florida Council on Vocational Education
FDC	Florida Department of Commerce
FDLES	Florida Department of Labor and Employment Security
FDLRS	Florida Diagnostic and Learning Resources System
FEA	Florida Education Association
FEDC	Florida Economic Development Council
FEFP	Florida Education Finance Program
FEIC	Florida Education and Industry Coalition
FEIS	Florida Education Information Service
FETPIP	Florida Education and Training Placement Information Program
FFA/NPASO	Future Farmers of America/National Postsecondary Agricultural Student Organization
FHA/HERO	Future Homemakers of America/Home Economics Related Occupations
FICS	Florida Instructional Computing Supervisors
FIRN	Florida Information Resource Network
FISH	Florida Inventory of School Houses
F.L.	Florida Law
FLIP	FIRN Local Area Network Information Project
FLOICC	Florida Occupational Information Coordinating Committee
FLOIS	Florida Occupational Information System
FLSA	Fair Labor Standards Act
FL-TSA	Florida Technology Student Association
FMCCP	Florida Migrant Child Compensatory Program
FMEA	Florida Music Educators Association
FMP	Florida Management Plan

FPTV	Florida Public Television
FR	Federal Register
FRA	Florida Rehabilitation Association
FS	Florida Statutes
FSA	Florida Student Association
FSACVE	Florida State Advisory Council on Vocational Education
FSBA	Florida School Boards Association
FSEP	Florida Supported Employment Project
FSES	Florida State Employment Service
FSNA	Florida Special Needs Association
FSPT	Family Services Planning Team
FTCE	Florida Teacher Certification Examination
FTEA	Florida Technology Education Association
FTECS	Florida Technology Education Council of Supervisors
FTE	Full-Time Equivalent
FTP	Florida Teaching Profession
FTSA	Florida Technology Student Association
FVA	Florida Vocational Association
FVEEA	Florida Vocational Education Equity Association
FVEIS	Florida Vocational Education Information System
FY	Fiscal Year

~ G ~

GAA	General Appropriations Act
GAO	General Accounting Office
GATB	General Aptitude Test Battery
GEA	Governor's Employment Alliance
GED	General Educational Development
GOE	Guide to Occupational Exploration
GPO	Government Printing Office
GRTS	Geriatric Residential Treatment System *(HRS - Mental Health)*
GSL	Guaranteed Student Loan

~ H ~

HEEA	Home Economics Education Association
HERO	Home Economics Related Occupations
HHS	Health and Human Services *(U.S. Department of)*
HOE	Health Occupations Education
HOSA	Health Occupations Students of America
HRAC	Human Rights Advocacy Committee
HRS	Health and Rehabilitative Services, Department of
HS	High School
HSCT	High School Competency Test

~ I ~

IAPES	International Association of Personnel in Employment Security
IAPSRS	International Association of Psychosocial Rehabilitation Services
I-CAPS	Interactive CAPS ((Cooperative Agency Placement System)
ICDM	Improved Career Decision Making
ICE	Industrial Cooperative Education
ICESA	Interstate Conference of Employment Security Agencies
ICP	Individual Career Plan
ICF/DD	Intermediate Care Facility for the Developmentally Disabled
IDEA	Individuals with Disabilities Education Act
IDT	Interdisciplinary Team
IEA	International Association for the Evaluation of Education Achievement
IEP	Individual Educational Plan
IMAS	Instructional Materials Assessment Survey
IMC	Instructional Materials Center
IMTS	Individualized Manpower Training System *(now SAIL)*
INS	Immigration and Naturalization Service
INTASC	Interstate New Teacher Assessment and Support Consortium
I/OM	Industry/Occupation Matrix
IPA	Intergovernmental Personnel Assignment
IPC	Industry Planning Council
IPEDS	Integrated Postsecondary Education Data System
IRM	Information Resource Manager
IRPT	Information Resource Project Team
IRS	Instructional Resource Specialist
IRWE	Impairment Related Work Expenses
ISTG	Information Systems Technical Group
ISTP	Industry Services Training Program
ITEA	International Technology Education Association
ITP	Individualized Transition Plan
ITP	Individualized Treatment Plan
ITV	Instructional Television
IVETA	International Vocational Education and Training Association
IWRP	Individual Written Rehabilitation Program

~ J ~

JEDI	Jobs for Employable Dependent Individuals
JTPA	Job Training Partnership Act

~ L ~

LAN	Local Area Network
LAPs	Learning Activity Packages
LD	Learning Disabled
LEA	Local Educational Agency
LEP	Limited English Proficient
LES	Labor and Employment Security, Department of
LESA	Limited English-Speaking Ability
LMA	Labor Market Analyst
LMA	Labor Market Area
LMI	Labor Market Information
LMICC	Labor Market Information Coordinating Committee
LPIP	Local Program Improvement Plan
LRE	Least Restrictive Environment
LSAP	Life Skills Assessment Profile
LVA	Literacy Volunteers of America

~ M ~

MALD	Modular Analysis of Learning Difficulties
MAP	Merit Achievement Plan
MDEA	Marketing and Distributive Education Association
MEGAS	Medical Educational and Governmental Applied Systems
META	Multicultural Education Training and Advocacy, Inc.
MFP	Minimum Foundation Program
MICROSIFT	Microcomputer Software Information for Teachers
MIP	Master Inservice Points
MIS	Management Information System
MIS/FUS	Management Information Systems/ Follow-up Systems
MLR	Monthly Labor Review
MOA	Methods of Administration
MOTD	Military Occupational Training Data

~ N ~

NAB	National Alliance of Business
NACCAS	National Accrediting Commission of Cosmetology Arts and Sciences
NACVE	National Advisory Council on Vocational Education
NAEIR	National Association for the Exchange of Industrial Resources
NAFTA	North American Free Trade Agreement
NAIEC	National Association for Industry-Education Cooperation
NAPE	National Alliance for Partnerships in Equity

NASA	National Aeronautics and Space Administration
NASBE	National Association of State Boards of Education
NASDVE	National Association of State Directors of Vocational Education
NASNSA	National Association of Special Needs State Administrators
NASOICC	National Association of State Occupational Information Coordinating Committees
NATEBE	National Association of Teacher Educators for Business Education
NAVE	National Assessment of Vocational Education
NAVEA	National Adult Vocational Education Association
NAVESNP	National Association of Vocational Education Special Needs Personnel
NAVTEC	National Association of Vocational Technical Education Communicators
NBEA	National Business Education Association
NCACS	North Central Association of Colleges and Schools
NCC	National Certified Counselor
NCDA	National Career Development Association
NCES	National Center for Education Statistics
NCLA	National Council of Local Administrators
NCOVE	National Council on Vocational Education
NCRVE	National Center for Research in Vocational Education
NDN	National Diffusion Network
NEA	National Education Association
NEC	Not Elsewhere Classified
NECA	National Employment Counseling Association
NGA	National Governors' Association
NHSC	National Home Study Council
NIP	New Initiative Program
NNCCVTE	National Network for Curriculum Coordination in Vocational and Technical Education
NOCTI	National Occupational Competency Testing Institute
NOICC	National Occupational Information Coordinating Committee
NOW	Nontraditional Occupations for Women
NRA	National Rehabilitation Association
NTO	Nontraditional Occupation
NTSC	NOICC Training Support Center
NVEEA	National Vocational Education Equity Association
NWRDC	Northwest Regional Data Center

~ O ~

OCO	Other Capital Outlay
OCR	Office of Civil Rights
ODEL	Organizational Development & Educational Leadership
OEF	Office of Educational Facilities
OEP	Occupational Exploratory Program
OERI	Office of Educational Research and Improvement
OES	Occupational Employment Statistics
OET	Office of Education Technology
OI	Occupational Information
OIDS	Occupational Information Delivery System
OIP	Occupational Identifier Project
OIPP	Occupational Identifier Pilot Project
OIRA	Office of Information and Regulatory Affairs
OIS	Occupational Information System
OJT	On-the-Job-Training
OMB	Office of Management and Budget *(U.S. Department of Education)*
OOQ	Occupational Outlook Quarterly
OPD	Occupational Program Director
OPPS	Occupational Proficiency Performance Standards
OPS	Other Personal Services
O/R	Outreach/Recruiter
OSGA	Occupational Specialists and Guidance Association
OVAE	Office of Vocational and Adult Education *(U.S. Department of Education)*

~ P ~

PA	Postsecondary Adult
PACE	Program for Acquiring Competence in Entrepreneurship
PAEC	Panhandle Area Education Cooperative
PASS	Plan for Achieving Self Support
PASS	Parallel Alternative Strategies for Students
PASS	Program Analysis of Service Systems
PAVE	Partners for American Vocational Education
PBF	Performance Based Funding
PBIS	Performance Based Incentive System
PBL	Phi Beta Lambda
PBTE	Performance-Based Teacher Education
PBVE	Performance-Based Vocational Education
PDF	Proposed Distribution of Funds
PECO	Public Education Capital Outlay

PEPC	Postsecondary Education Planning Commission
PERT	Performance Evaluation and Review Technique
PFU	Placement and Follow-Up
PI	Project Independence
PIC	Private Industry Council
PIPE	Partners in Program Excellence
P.L.	Public Law
PMH	Profoundly Mentally Handicapped
POS	Program of Studies
PreVIEW	Vital Information for Education and Work *("Pre" is primarily for middle grades students)*
PRIDE	Program to Recognize Initiative and Distinction in Education
PS	Prime Sponsor
PS	Public Schools
PSA	Public Service Announcement
PSAV	Postsecondary Adult Vocational
PSE	Public Service Employment
PSIP	Private Sector Initiative Program

~ R ~

RAISE	Raise Achievement in Secondary Education
R&D	Research and Development
RCC	Regional Coordinating Council
RCU	Research Coordinating Unit
RD&E	Research, Dissemination, and Evaluation
REDI	Rural Economic Development Initiative
RFP	Request for Proposals
RIVE	Resources in Vocational Education
RPAs	Regional Program Administrators
RPS	Regional Program Specialists
RSVP	Retired Senior Volunteer Persons

~ S ~

SAC	School Advisory Council
SACS	Southern Association of Colleges and Schools
SACVE	State Advisory Council on Vocational Education
SAIL	System for Applied Individualized Learning
SAMAS	State Automated Management Accounting System
SAT	Scholastic Aptitude Test
SAT	Standard Achievement Test
SAVE	Student Assessment in Vocational Education
SBCC	State Board of Community Colleges

SBE	State Board of Education
SBEARR	State Board of Education Administrative Rules & Regulations
SBIPS	State Board of Independent Postsecondary Vocational, Technical, Trade & Business Schools
SBVE	State Board of Vocational Education
SCANS	Secretary's Commission on Achieving Necessary Skills
SCASS	State Collaborative on Assessment and Student Standards
SCNS	Statewide Course Numbering System
SCVEID	State Council on Vocational Education for Individuals with Disabilities
SDA	Service Delivery Area
SDS	Self-Directed Search
SE	Secondary Education
SEA	State Education Agency
SEAC	Supported Employment Advisory Council
SED	Severely Emotionally Disturbed
SEDNET	Severely Emotionally Disturbed Network
SEEDS	Sex Equity Education Data Systems
SEOG	Supplemental Educational Opportunity Grant
SERC	Satellite Education Resources Consortium
SERVE	SouthEastern Regional Vision for Education
SESA	State Employment Security Agency
SETC	State Employment and Training Council
SGA	Substantial Gainful Activity
SIC	Standard Industrial Classification
SIP	School Improvement Program
SIPP	Survey of Income and Program Participation
SIRC	School Improvement Resource Center
SJTCC	State Job Training Coordinating Council
SKAA	Skills, Knowledge, Attitudes, and Abilities
SLD	Specific Learning Disabled
SLIAG	State Legalization Impact Assistance Grant
SMSA	Standard Metropolitan Statistical Area
SN	Special Needs
SNAPS	State and National Apprenticeship System
SNCC	Southeast Network for Curriculum Coordination
SOC	Standard Occupational Classification
SOCAT	Student Occupational Competency Achievement Testing
SOICC	State Occupational Information Coordinating Committee

SOLAR	Student-On-line-Advisement and Articulation System
SP	Single Parent(s)
SPA	Standard Payment Amount
SP/DH/SPW	Single Parents/Displaced Homemakers/ Single Pregnant Women
SPS	Student Performance Standards
SPW	Single Pregnant Women
SREB	Southern Regional Education Board
SSA	Social Security Act/Administration
SSAT	State Student Assessment Test
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
STI	State Training Inventory
STIP	Skill Training Improvement Program
STW	School-to-Work
STWOA	School-to-Work Opportunity Act of 1994
SUS	State University System
SVP	Specific Vocational Preparation

~ T ~

TA	Technical Assistance
TABE	Tests of Adult Basic Education
TADS	Teacher Association Development System
TAG	Technical Assistance Group
TAP	Teachers As Advisors Program
TASH	The Association for Persons with Severe Handicaps
TASPP	Technical Assistance for Special Populations Program
TDE	Temporary Duty Elsewhere
TE	Technology Education
TEC	Teacher Education Center
T&I	Trade and Industrial
TJTC	Targeted Job Tax Credit
TLA	Technology Learning Activity
TMH	Trainable Mentally Handicapped
TOGL	Telecommunications Opportunities for Gifted Learners
TP	Tech Prep
TQM	Total Quality Management
TSA	Technology Student Association
TSIC	Targeted Service Improvement Cluster

~ U ~

UC	Unemployment Compensation
UCP	United Cerebral Palsy
UFDIS	User Friendly Data Information System
UI	Unemployment Insurance

USC	United States Code
USDOE	United States Department of Education
USDOL	United States Department of Labor

~ V ~

VA	Veteran's Administration
VAC	Vocational Assessment Coordination
VA-OGER	Veteran's Administration Occupational Graduate Employment Report
VE	Varying Exceptionalities
VE	Vocational Education
VECM	Vocational Education Curriculum Materials
VECS	Vocational Education Curriculum Specialist
VEDS	Vocational Education Data System
VEEC	Vocational Education Equity Council
VEG	Vocational Education Guidance
VEMIS	Vocational Education Management Information System
VEPD	Vocational Education Personnel Development
VES	Vocational Education Services
VESOL	Vocational English for Speakers of Other Languages
VICA	Vocational Industrial Clubs of America
VIDEOS	Vocational Instruction Delivery Educational Opportunity Series
VIEW	Vital Information for Education and Work *(Primarily for Secondary and Postsecondary Students and Adults)*
VIMAS	Vocational Instructional Materials Acquisition System
VIPR	Vocational Instructional Program Review
VPO	Vocational Preparation and Occupations
VPPUC	Vocational Planning Process Update Cycle
VR	Vocational Rehabilitation
VSAM	Virtual Storage Access Method
VSO	Vocational Student Organization
V-TECS	Vocational-Technical Education Consortium of States
VTEP	Vocational Teacher Education Preparation
VTI	Vocational Technical Institute
VTMS	Vocational Task Management System

~ W ~

WAGE	Women Aspiring Gainful Employment
WEEA	Women's Educational Equity Act
WOW	World of Work

~ Y ~

YACC	Young Adult Conservation Corps
YCCIP	Youth Community Conservation and Improvement Projects
YEDPA	Youth Employment and Demonstration Project Act
YETP	Youth Employment and Training Programs
YIEPP	Youth Incentive Entitlement Pilot Projects

Florida Institutions of Higher Education

State Universities

FAMU - Florida Agricultural & Mechanical University
FAU - Florida Atlantic University
FGCU - Florida Gulf Coast University
FIU - Florida International University
FSU - Florida State University
UCF - University of Central Florida
UF - University of Florida
UNF - University of North Florida
USF - University of South Florida
UWF - University of West Florida

Community Colleges

BRCC - Brevard Community College
BOCC - Broward Community College
CFCC - Central Florida Community College
CHJC - Chipola Junior College
DBCC - Daytona Beach Community College
EDCC - Edison Community College
FCCJ - Florida Community College at Jacksonville
FKCC - Florida Keys Community College
GCCC - Gulf Coast Community College
HICC - Hillsborough Community College
IRCC - Indian River Community College
LCCC - Lake City Community College
LSCC - Lake Sumter Community College
MACC - Manatee Community College
MIDCC - Miami-Dade Community College
NFJC - North Florida Junior College
OWCC - Okaloosa-Walton Community College
PBCC - Palm Beach Community College
PHCC - Pasco-Hernando Community College
PEJC - Pensacola Junior College
POCC - Polk Community College
SJCC - St. Johns River Community College
SPJC - St. Petersburg Junior College
SFCC - Santa Fe Community College
SECC - Seminole Community College
SOCC - South Florida Community College
TACC - Tallahassee Community College
VACC - Valencia Community College

FLORIDA COUNTIES

01 - Alachua
02 - Baker
03 - Bay
04 - Bradford
05 - Brevard
06 - Broward
07 - Calhoun
08 - Charlotte
09 - Citrus
10 - Clay
11 - Collier
12 - Columbia
13 - Dade
14 - DeSoto
15 - Dixie
16 - Duval
17 - Escambia
18 - Flagler
19 - Franklin
20 - Gadsden
21 - Gilchrist
22 - Glades
23 - Gulf
24 - Hamilton
25 - Hardee
26 - Hendry
27 - Hernando
28 - Highlands
29 - Hillsborough
30 - Holmes
31 - Indian River
32 - Jackson
33 - Jefferson
34 - Lafayette
35 - Lake
36 - Lee
37 - Leon
38 - Levy
39 - Liberty
40 - Madison
41 - Manatee
42 - Marion
43 - Martin
44 - Monroe
45 - Nassau
46 - Okaloosa
47 - Okeechobee
48 - Orange
49 - Osceola
50 - Palm Beach
51 - Pasco
52 - Pinellas
53 - Polk
54 - Putnam
55 - St. Johns
56 - St. Lucie
57 - Santa Rosa
58 - Sarasota
59 - Seminole
60 - Sumter
61 - Suwannee
62 - Taylor
63 - Union
64 - Volusia
65 - Wakulla
66 - Walton
67 - Washington

Accepted Abbreviations of States, Territories, and Possessions of the United States

AK - Alaska
AL - Alabama
AR - Arkansas
AS - American Samoa
AZ - Arizona
CA - California
CO - Colorado
CT - Connecticut
DC - District of Columbia
DE - Delaware
FL - Florida
GA - Georgia
GU - Guam
HI - Hawaii
IA - Iowa
ID - Idaho
IL - Illinois
IN - Indiana
KS - Kansas
KY - Kentucky
LA - Louisiana
MA - Massachusetts
MD - Maryland
ME - Maine
MI - Michigan
MN - Minnesota
MO - Missouri
MS - Mississippi
MT - Montana
NC - North Carolina
ND - North Dakota
NE - Nebraska
NH - New Hampshire
NJ - New Jersey
NM - New Mexico
NV - Nevada
NY - New York
OH - Ohio
OK - Oklahoma
OR - Oregon
PA - Pennsylvania
PR - Puerto Rico
RI - Rhode Island
SC - South Carolina
SD - South Dakota
TN - Tennessee
TX - Texas
UT - Utah
VA - Virginia
VI - Virgin Islands
VT - Vermont
WA - Washington
WI - Wisconsin
WV - West Virginia
WY - Wyoming

Rules for Using Acronyms and Abbreviations

1. An acronym must be spelled out the first time it is used and its acronymic form put in parentheses following the full title. After the initial use, the acronym can be used alone, e.g., Florida Educators' Information Service (FEIS). An exception to this is when the acronymic form is better known than the name it represents. In this case, use the acronymic form first followed by the full name in parentheses, e.g., USOE (United States Office of Education). Another exception is when the acronymic form is the only one anyone ever uses. In this case, do not spell out the name. Use the acronymic form from the beginning, e.g., AFL/CIO, ERIC.

2. Do not use an acronym to begin a sentence.

3. Do not punctuate acronyms, e.g., Career Education Center (CEC).

4. When the acronym is to be used only once in the material, don't use the acronymic form at all. Spell it all out.

5. Use periods and spaces for abbreviations in reference materials, e.g., (p. 6, vol. 5).

6. Use periods and no space for:

   a. Latin abbreviations (i.e., vs., a.m.)
   b. Nonmetric measurement (ft., lb.)

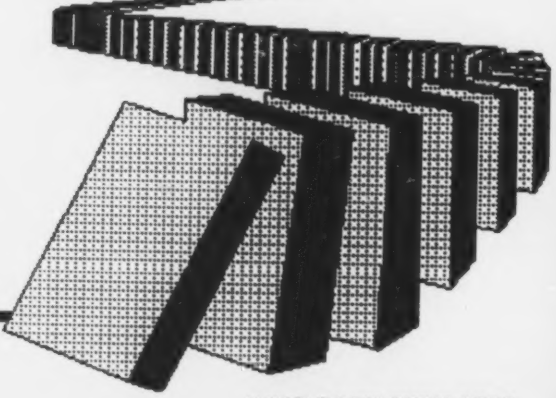
7. Use neither periods nor spaces with:

   a. Capital letter abbreviations (DND, IQ, PhD)
   b. Metric measurement (cm, kg, km)
   c. State abbreviations (see list of abbreviations on preceding page)

8. Do not abbreviate the United States except in use as an adjective. (Example: He lived in the United States. He joined the U.S. Navy.)

Definitions

Relative to
Applied Technology and Adult Education



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A-128 Audit - An annual audit of local Carl D. Perkins Vocational and Applied Technology Education Act spending as described in the U.S. Office of Management and Budget's Circular A-128, which explains the single audit requirements for state and local governments that received federal aid. *(AVA Audit Handbook)*

Academically Disadvantaged - ***(See Disadvantaged Person)***

Academic Skills - Skills that provide the basic educational foundation necessary to benefit from further training and education and for future employment. This category encompasses communication, comprehension, quantitative thinking, critical thinking, and science and technology skills. *(Implementation Manual for Florida's System of Core Measures and Standards for Vocational Education, September 1992)*

Academies for Career Development & Applied Technology - Industry-focused, magnet-type, school-within-a high school programs emphasizing high level skills for varied ability students using integrated curriculum and a faculty team working with any intact student body for three or four years. *(DATAE)*

Accountability - Refers to the responsibility of schools to report the progress of students and schools toward meeting the goals, standards, and outcomes of Blueprint 2000. While the responsibility to report rests with the school, responsibility for achieving the goals, standards, and outcomes is shared among the legislature, school board, school advisory council, principal, staff, students, etc. *(Blueprint 2000 - 10/6/92)*

Accountably Enrolled -

Postsecondary - Any job preparatory student in a postsecondary vocational or postsecondary adult vocational program who either:

1. Has completed 25 percent of the vocational education program, or
2. Has demonstrated 25 percent of the competencies required for completion of the program, exclusive of necessary vocational preparatory instruction. *(F.S. 239.233[1][a])*

Secondary - Any job preparatory student in a secondary vocational program who has completed 25 percent of the competencies of the program. *(Florida's Consensus System - 1994)*

Act - The Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990. ***(See Perkins Act, Carl D.)*** *(P.L. 101-392)*

Adequate Facility - A program or activity must operate in an adequate facility to be fundable. For an instructional program this means:

A. Existing - The objectives of the program/course are attainable by each student.

B. New - Conforms to the facility standards set down in State Board of Education Administrative Rules. *(DATAE)*

Adequate Progress - For a student, that progress which is necessary, as determined by teacher, student, and parent, for the student to progress toward the exit-level standards and outcomes required in Goal 3, Student Performance.

For a school, the degree to which the gap between "what is" and "what should be" is closed; cannot be determined until performance standards are in place, comprehensive school needs assessments are conducted, and school advisory councils have cooperatively developed a school improvement plan. During the Transition System, adequate progress is defined in the school improvement plan and approved by the local school board. *(Transition System Amendments for 1995-96)*

Adjustment - Modification to State System of Core Performance Measures and Standards for Vocational Education made by a local educational agency based on local demographic, labor market, economic, or geographic factors, or the characteristics of the population to be served, as permitted under Section 115 (a) of the Carl D. Perkins Act Amendments of 1990. *(Implementation Manual for Florida's System of Core Measures and Standards for Vocational Education, September 1992)*

Administration - Activities of a state necessary for the proper and efficient performance of its duties under the Act, including supervision, but does not include curriculum development activities, personnel development, or research activities. *(P.L. 101-392)*

Administrative Personnel - Comprises the superintendent, supervisors, principals, and those persons who may be employed as professional administrative assistants to the superintendent or to the principal, not including secretarial, clerical, or other office assistants. *(F.S. 228.041)*

Adult and Postsecondary Expenditures - The monies the state shall expend for vocational and applied technology education for the following:

A. Postsecondary programs offered to persons

1. who have completed or left high school;
2. who are enrolled in organized programs of study for which credit is given toward an associate or other degree; and
3. who are not enrolled in programs designed as baccalaureate (or higher) degree programs.

B. Adult programs offered to persons

1. who have already entered the labor market;
2. who are unemployed; and
3. who have completed or left school and are enrolled in organized programs of study for which credit is not given toward an associate or other degree. *(DATAE)*

Adult Basic Education (ABE) -

(1) Education for adults whose inability to speak, read or write the English language constitutes a substantial impairment of their ability to procure or retain employment commensurate with their ability. ABE is designed to help eliminate such inability and raise the level of education to enable individuals to become less dependent on others, to improve their ability to benefit from occupational training, increase their opportunities for more productive and profitable employment, and make them better able to meet their adult responsibilities.

(2) Courses at or below a fifth-grade educational level in the language arts, including English for Speakers of Other Languages, mathematics, natural and social sciences, consumer education, and other courses that enable an adult to attain basic or functional literacy. *(F.S. 239.105)*

Adult General Education - A comprehensive program of adult basic education, adult secondary education, general educational development (GED) test instruction, vocational preparatory instruction, college-preparatory instruction, and lifelong-learning programs. *(F.S. 239.105)*

Adult Literacy - Describes the level at which an adult must be able to read, write, compute, and otherwise use the skills of schooling in order to operate successfully in the work place and society. In Blueprint 2000, adult literacy for Floridians is defined as being able to function at the performance level of the student performance standards and outcomes in Florida Department of Education's Goal 3, Student Performance. *(Blueprint 2000 - 10/6/92)*

Adults - Individuals who have completed or left high school, may have already entered the labor market, and are enrolled in organized programs of study for the purpose of training or retraining for employment. *(DATAE)*

Adult Secondary Education - Courses through which a person receives high school credit that leads to the award of a high school diploma or programs of instruction through which a student prepares to take the General Educational Development (GED) test. *(F.S. 239.105)*

Adult Vocational Education - Instruction offered day or evening to adults or out-of-school youth over 16 years of age who are engaged in or are preparing to enter an occupation. Vocational and applied technology education for adults is chiefly of an upgrading and updating nature, offered on a part-time basis, or of a retraining nature for persons displaced by automation or technological changes. *(AVA)*

Advanced Placement - Programs that are time-shortened and eliminate unnecessary course redundancy. Advanced Placement is often granted when courses are waived or college credit granted at the postsecondary level. *(The Florida Tech Prep Counselor's Manual, 1994)*

Advanced Skills - Programs that are skill enhanced or contain advanced curriculum programs. Advanced Skill programs add more advanced training, eliminate course redundancy and enable students to graduate with higher-level skills. Advanced skill programs have the following characteristics:

(1) More Depth - A greater exposure to the field and a wider variety of skills, or more skills that build upon what has previously been learned (specialization).

(2) More Breadth - Cross-training from one technical specialization to another, or a combination of technical training with business training.

(3) Stronger Academic Foundation - Stronger preparation in the scientific and mathematical foundation underlying the technology. *(DATAE)*

Advanced Standing - A process through which a student may be eligible to receive credit for all or part of a course due to competencies mastered previously. The determination of Advanced standing is made by each school upon a student's enrollment in a program. Advanced Standing may be granted through 1) validation of experiential learning (work, military, leadership or organizational); 2) successfully passing a challenge examination; 3) transfer credit by education from another post-secondary institution; 4) transfer credit from secondary school under the terms of an articulation agreement; 5) evaluation of advanced sequential course work. *(The Florida Tech Prep Counselor's Manual, 1994)*

Advisory Committee - A group of persons, usually outside the educational profession, selected for the purpose of offering advice and counsel to the school regarding the vocational and applied technology education programs. Members are representatives of the people who are interested in the activities with which the program is concerned. ***(See also Business Advisory Committee, Craft Advisory Committee, and School Advisory Committee)*** *(AVA)*

Advocacy - In the employment services context, advocacy may be defined as any activity that facilitates the stability and meaningfulness of a person's employment. It may include, but not be limited to assisting the person with disabilities to interact appropriately with supervisors and co-workers, negotiate modifications to job related equipment, tools, or areas, ask for and negotiate schedule changes, wage increases, or benefits, and link to other appropriate agencies and professionals. It may also include preparing and accompanying the person to job interviews, informing and educating family, group home staff, or significant others about the person's employment status, support needs, or access to recreational and leisure needs. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Age Appropriate - The social expectations, behaviors, manner of dress, types of activities, settings, and requirements of activities generally attributable to persons of the same age. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Agribusiness - An inclusive term that embraces a cluster of agricultural occupations pertaining to the business and/or management phases of manufacturing, servicing, processing, and distribution of the products going into and/or coming from farm production. *(AVA)*

Agricultural Occupation - Occupations involving knowledge and skills in agricultural subjects have the following characteristics: (a) on a farm or in another business, agency, or organization that performs one or more of the agricultural functions of producing, processing, distributing, and servicing farm products and (b) employs workers who need competencies in one or more of the primary areas of plant science, soil science, animal science, farm management, agricultural mechanization, and agricultural leadership. Examples include occupations that deal with agriculture, forestry, park, and recreational area managers; processing food, feed, tobacco, and related products; selling farm and garden equipment and supplies; gardening, landscaping, and grounds keeping; farm irrigation; soil and water management technicians; forestry conservation; repair of agricultural machinery; horticultural farming; and servicing agricultural production. *(AVA)*

All Aspects of the Industry - Strong experience in, and understanding of, all aspects of the industry the students are preparing to enter, including planning, management, finances, technical and production skills, underlying principles of technology, labor issues, and health and safety. *(P.L. 101-392)*

All Students - Means both male and female students from a broad range of backgrounds and circumstances, including disadvantaged students, students with diverse racial, ethnic, or cultural backgrounds, American Indians, Alaska Natives, Native Hawaiians, students with disabilities, students with limited-English proficiency, migrant children, school dropouts, and academically talented students. *(P.L. 103.239)*

American Vocational Association, Inc. (AVA) - The national, professional organization of teachers, administrators, supervisors, and teacher-educators engaged in the various phases of vocational, technical, and practical arts education. Its objectives are the promotion, improvement, and protection of sound vocational, technical, and practical arts education programs and the professional advancement of its members. *(AVA)*

Ancillary Services - Services, activities, and other means that contribute to the enhancement of quality in all vocational education programs. Ancillary services may include, but are not limited to, the following:

A. Teacher training
B. Teacher supervision
C. Curriculum development
D. Research
E. Program evaluation
F. Special demonstration and experimental programs
G. Development of instrumental materials
H. Exemplary projects
I. Provision of equipment

J. Guidance and counseling

K. State administration and leadership only in consumer and homemaking education. *(P.L. 98-524, Section 313(h))*

Annual Snapshot Enrollment Reporting - The annual reporting of enrollment data at a point in time; the way that enrollment data is currently reported by school districts and community colleges in Florida. This is consistent with the first step in student tracking. *(DATAE)*

Applicant - A school district or other agency seeking a grant award from the Florida Department of Education. *(Adult Education Act, FY 1994, Section 353, P.L. 100-297)*

Applied Academics - Courses developed through national consortia for the purpose of making academic concepts and principles relevant to the workplace. Courses have been developed for mathematics, communications and sciences. *(Blueprint for Career Preparation)*

Apprentice - A person at least 16 years of age who is engaged in learning a recognized skilled trade through actual work experience under the supervision of journeymen craftsmen, which training should be combined with properly coordinated studies of related technical and supplementary subjects, and who has entered into a written agreement, hereinafter called an apprentice agreement, with a registered apprenticeship sponsor who may be either an employer, an association of employers, or a local joint apprenticeship committee. (F.S. 446.021)

Apprentice Training - An organized system for providing young people with the manipulative skills and technical or theoretical knowledge needed for competent performance in skilled occupations. The program usually involves cooperation among school, labor, and management since apprentices learn the skills of the craftsman through on-the-job work experiences and the related information in the classroom. The minimum terms and conditions of apprenticeships are regulated by state and local statutes or agreements. *(See also F.S. 446.021)*

Apprenticeship Training Program - A program registered with the Department of Labor or the state apprenticeship agency in accordance with the National Apprenticeship Act of August 16, 1937 which is conducted or sponsored by an employer, a group of employers, and a union. It contains all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices. *(P.L. 101-392)*

Area Vocational Education School

A. A specialized high school used exclusively or principally for the provision of vocational education to individuals who are available for study in preparation for entering the labor market;

B. The department of a high school exclusively or principally used for providing vocational education in no less than five different occupational fields to individuals who are available for study in preparation for entering the labor market;

C. A technical institute or vocational school used exclusively or principally for the provision of vocational education to individuals who have completed or left high school and who are available for study in preparation for entering the labor market; or

D. The department or division of a junior college, community college or university operating under the policies of the State Board, and which provides vocational education in no less than five different occupational fields leading to immediate employment but not necessarily leading to a baccalaureate degree, if in the case of a school, department, or division described in subparagraph (C) or this subparagraph, it admits as regular students both individuals who have completed high school and individuals who have left high school. *(P.L. 101-392)*

Articulation - the process of mutually agreeing upon competencies and performance levels transferrable both vertically and horizontally for advanced placement and/or credit. *(See also F.S. 239.109)*

Articulation Agreement - A commitment to a program designed to provide students with a non-duplicative sequence of progressive achievement leading to competencies in a Tech Prep education program. *(See also F.S. 239.109)*

Articulation, Horizontal - Articulation between grade level and subject areas (as among high schools) to ensure the same content and level of difficulty as in all programs of similar title. *(DATAE)*

Articulation, Program - A planned process linking two or more educational systems within a community to help students make a smooth transition from one level of instruction to another without experiencing delays or loss of credit. *(DATAE)*

Articulation, Vertical - Time-shortened and advanced skills articulation programs which help students move up to the next level, K-8 and 9-12, 9-12 and 13-14, 13-14 with 15-16. *(DATAE)*

Assessment - A process or strategy at the classroom, school, district, or state level designed and implemented to evaluate progress toward meeting a performance standard. *(Blueprint 2000 - 10/6/92)*

Assistant Secretary - Assistant Secretary for the Office of Vocational And Adult Education, U.S. Department of Education. *(AVA)*

Associate Degree Credit Full-Time Equivalent Student - As related to postsecondary vocational education programs, the standard to be used is 30/40 semester credit hours per FTE. This term is not applicable in school districts. *(DATAE)*

At-risk Students - Any identifiable student who is at risk of (a) not meeting the goals of the educational program established by the district, (b) completing a high school education, or (c) becoming a productive worker. These students may include, but are not limited to: dropouts, potential dropouts, teenage parents, substance abusers, low academic achievers, abused and homeless children, youth offenders, economically deprived, minorities, culturally isolated, those with sudden negative changes in performance due to environmental or physical trauma, and those with language barriers, gender barriers, and disabilities. *(DATAE)*

Audit Exception - An auditor's determination that you have not followed proper procedures or fulfilled all Perkins requirements. *(AVA Audit Handbook)*

Avocational Courses - The objectives of these courses relate to recreation or leisure time use rather than preparation for securing employment. *(DATAE)*

Avocational Interests - Those pursuits or hobbies that are distinct from the regular work or occupation of the individual and are followed for recreational purposes. *(AVA)*

Baseline Data - The "starting point" of a student or school in reaching toward the standards and outcomes of a goal; helps define "adequate progress." *(Blueprint 2000 - 10/6/92)*

Basic Grant - Federal funds authorized by Title II of the Perkins Act of 1990. *(P.L. 101-392)*

Basic Literacy - The demonstration of academic competence at a fifth-grade educational level as measured by means approved for this purpose by the State Board of Education. *(F.S. 239.105)*

Basic Literacy Instruction - Instruction in reading and writing. *(DATAE)*

Basic Skills - Skills in reading, writing, mathematics, speaking, listening, and problem solving that are necessary for individuals to succeed in vocational and applied technology training programs. *(DATAE)*

Benchmark - *(See Developmental Benchmark)*

Best Practices - Procedures and/or strategies that prove to be successful, which will be cataloged to serve as a resource for schools and districts. *(DATAE)*

Best Practices Data Base - A collection of innovative instructional methods and approaches used in applied teaching and in vocational and applied technology education. Cash awards may be offered to teachers to recognize their practices. Access is provided to all local educational agencies through a toll-free line and keyword search capability. *(DATAE)*

Bias Support Services - Services provided to assist individuals in overcoming any action that limits or denies a person or a group of persons opportunities, privileges, roles, or rewards on the basis of their gender, age, race, disability, national origin, and/or religious persuasion. *(DATAE)*

Biennial License - A license that is valid for two years and which may be issued to a school that has been licensed for a minimum of five (5) years, has had no complaints pending whereupon probable cause has been found, and has complied with Rules 6F-1.001 - 4.001, FAC, and Sections 246.201 - 246.231, Florida Statutes. *(F.S. 246.201-.231)*

Bilingual Vocational Training Programs - Programs designed to prepare limited English proficient individuals for jobs in recognized occupations and new and emerging occupations. Such training includes instruction in the English language to ensure that participants in such training will be equipped to pursue such occupations in an English language environment. *(DATAE)*

Blind Work Expenses - Provides that any earned income of a blind individual used to meet any expenses reasonably attributable to earning the income is not counted in determining Social Security Insurance (SSI) eligibility and the payment amount. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council).*

Blueprint 2000 - Referred to in the intent language of the Accountability Law as the process outlined in law for "returning the responsibility for education to those closest to the students; that is, the schools, teachers and parents." *(Blueprint 2000 - 10/6/92)*

Blueprint for Career Preparation - A Florida pre-K through postsecondary program which prepares graduates to successfully enter the workforce and continue their education, gradually providing students with the guidance and support needed to prepare them for the transition from school to the workplace and postsecondary education. *(DATAE)*

Breakeven Point (SSI) - The dollar amount at which total income precludes SSI payment. SSI payments will decrease as an individual's income increases until the point where he or she is no longer eligible for any SSI payments. Individual breakeven points vary with the person's earned/unearned income mix, applicable income exclusions, and state supplement eligibility, if any. Under 1619(b) of the Social Security Act, even persons no longer eligible for SSI payments may still be eligible for Medicaid, if alternative, appropriate health care is unavailable. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Bridge Program - A postsecondary program that provides entering students who have not been in Tech Prep with the same academics and basic technology that have been taught to high school Tech Prep graduates. *(The Florida Tech Prep Counselor's Manual, 1994)*

Budget - The applicant's financial plan, in terms of accounts and amounts, showing use of funds for carrying out project objectives, services, or activities as found on the Project Budget Summary and Disbursement Report, and on other budget documents required by the Florida Department of Education. *(Adult Education Act, FY 1994, Section 353)*

Budget Period - The interval of time into which a project period is divided for budgetary purposes. *(Adult Education Act, FY 1994, Section 353)*

Business Advisory Committee - A group of local business persons which provides ongoing support and advice to community-based supported employment programs in areas such as economic development and employment opportunities. ***(See also Advisory Committee, Craft Advisory Committee, and School Advisory Council)*** *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Business Education - A program of instruction that consists of two parts: (a) office education-a vocational education program for office careers through initial, refresher, and upgrading education leading to employability and advancement in office occupations and (b) general business education--a program to provide students with information and competencies that are needed by all in managing personal business affairs and in using the services of the business world. *(AVA)*

Career Assessment for Tech Prep - The process of analyzing a student's career interests and aptitudes as early as the eighth or ninth grade so that the best possible Tech Prep program of studies can be provided to guide the student's education. *(The Florida Tech Prep Counselor's Manual, 1994)*

Career Cluster - A Tech Prep curricular approach designed to build stronger foundations, provide opportunities for student choice and increase competency levels. This approach is based on the concept that many occupations require common skills and knowledge. It is possible, therefore, to design a curriculum that has a core of courses common to several related specialties. All students in the cluster take the core classes, approximately 80 percent of the curriculum and then branch out in specialty areas. *(The Florida Tech Prep Counselor's Manual, 1994)*

Career Decision-Making - A process in which a student learns about him/herself, the world of work, and the relationship between the two. Career planning includes a career awareness for K-6, career exploration at the middle level, and career preparation beginning in grade nine and carried through grade 14. *(The Florida Tech Prep Counselor's Manual, 1994)*

Career Guidance and Counseling - Programs:

A. Which pertain to the body of subject matter and related techniques and methods organized for the development in individuals of career awareness, career planning, career decision making, placement skills, and knowledge and understanding of local, state, and national occupational, educational, and labor market needs, trends, and opportunities; and

B. Which assist such individuals in making and implementing informed educational and occupational choices. *(P.L. 101-392)*

Career MAPS - Developed by DATAE and business and industry representatives for a number of occupational areas outlining the competencies required for entry into the specific occupational field. MAPS display student performance standards required by the local educational agency and document students' levels of achievement on the performance standards. *(DATAE)*

Carl Perkins Vocational and Applied Technology Education Act Amendments of 1990 - This Act is an amendment to P.L. 98-524 (1984). *(P.L. 101-392)*

Carl Perkins Vocational Education Act of 1984 - The federal vocational education law that defines how federal vocational dollars are to be spent by the separate states. *(P.L. 98-524)*

Carry-over - The unspent balance of a project to be continued under the same project award into subsequent budget periods of the next fiscal year. *(Adult Education Act, FY 1994, Section 353)*

Casual Vocational Enrollees - Vocational and applied technology education enrollees who may be uninformed about program content and career paths. *(Laws of Florida, 1994, Chapter 94-232)*

Centers of Emphasis - Training programs established in Florida between industry and local educational agencies, using innovative technology and equipment. The Centers may be housed at community colleges, vocational-technical centers, or at secondary schools. Currently, there are Centers of Emphasis in electronics, automotive, health, and agriculture. *(DATAE)*

Civil Rights - Those rights protected by federal and state constitutions and laws. Currently, rights are protected on the basis of race, color, national origin, gender, marital and parental status, age, religion, and disability. *(Blueprint 2000 - 10/6/92)*

Civilian Employment Rate - This is a proposed secondary program performance measure in which completers found to hold any civilian (not military) employment are divided by the number of follow-up respondents from the program. *(DATAE)*

Classification of Instructional Programs (CIP) - A federal classification and codification structure of instructional programs intended as a reference tool to assist in the collection, reporting, and interpretation of data about instructional programs and as a standard means of describing instructional programs for the purpose of planning, implementation, and research. *(DATAE)*

Coherent Sequence of Courses - A series of courses in which vocational and academic education are integrated and which directly relate to, and lead to, both academic and occupational competencies. The term includes competency-based education, academic education, and adult training or retraining that meet these requirements. *(DATAE)*

College Level Academic Skills Test (CLAST) - An examination of college-level communication and computation skills in Florida serving as a mechanism for students to demonstrate they have mastered the academic competencies prerequisite to upper-division undergraduate instruction. No state university or community college shall confer an associate in arts or baccalaureate degree upon any student who fails to successfully complete this examination, except in special circumstances where a waiver is granted. Refer to F.S. 240.107 for more detailed information. *(F.S. 249.107)*

College-Preparatory Instruction - Courses through which a high school graduate who applies for a degree program may attain the communication and computation skills necessary to enroll in college-credit instruction. *(F.S. 229.105)*

Commission - The Florida Commission on Education Reform and Accountability was created by the 1991 Florida Legislature as part of the Blueprint 2000 legislation. The commission's basic task is to recommend a system that will improve student and school performance, hold schools and districts accountable for reaching certain standards of performance, and provide flexibility so each school and community can work together to meet the specific needs of their students. *(F.S. 229.592)*

Commissioner - The chief education officer of the state and a member of the Florida cabinet. *(See also F.S. 229.551)*

Committee of Practitioners - The committee shall be selected from nominees solicited from State organizations representing school administrators, teachers, parents, members of local boards of education, and appropriate representatives of institutions of higher education. The committee shall consist of (1) representatives of local educational agencies, who shall constitute a majority of the members of the committee; (2) school administrators; (3) teachers; (4) parents; (5) members of local boards of education; (6) representatives of institutions of higher education; and (7) students. The purposes of the committee are: to review proposed or final state rules or regulations pursuant to the Perkins Act and to develop and implement a statewide system of core standards and measures of performance for secondary, postsecondary and adult vocational education programs. *(P.L. 101-392, Section 512)*

Community - Those people, agencies, and institutions that share a common interest (e.g., school community, economic community). *(Blueprint 2000 - 10/6/92)*

Community-Based Instruction (CBI) - Instruction that is planned and implemented based on students' needs in their own community. CBI may include community simulation experiences in the classroom as well as training in real-life settings. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Community-Based Organizations (CBO) - Private nonprofit organizations which are representative of communities or significant segments of communities and which provide job training services (for example, Opportunities Industrialization Centers, the National Urban League, SER-Jobs for Progress, United Way of America, Mainstream, the National Puerto Rican Forum, National Council of LaRaza, 70,001, Jobs for Youth, organizations operating career intern programs, neighborhood groups and organizations, community action agencies, community development corporations, vocational rehabilitation organizations, rehabilitation facilities [as defined in section 7(10) of the Rehabilitation Act of 1973], agencies serving youth, agencies serving individuals with disabilities, agencies serving displaced homemakers, union-related organizations, and employer-related nonprofit organizations, and organizations serving nonreservation Indians (including the National Urban Indian Council), as well as tribal governments and Native Alaskan groups. *(DATAE)*

Community-Based Services - Services to individuals with disabilities provided in their own homes and communities. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Community College/Junior College - All public educational institutions which are operated by community college district boards of trustees under statutory authority and rules of the State Board of Education and the State Board of Community Colleges. Community (or junior) colleges respond to community needs for postsecondary academic education and postsecondary vocational education. They are responsible for

A. Providing lower level undergraduate instruction and awarding associate degrees

B. Preparing students directly for vocations requiring less than baccalaureate degrees

C. Promoting economic development through provision of special programs

(See also F. S. 240.301)

Community Education - The use of a school or other public facility as a community center operated in conjunction with other public, private, and governmental organizations for the purpose of providing educational, recreational, social, cultural, health, and community services for persons in the community in accordance with the needs, interests, and concerns of that community. *(CS/HB 167, 1992)*

Competency -

(1) A learned skill performed in a knowledge and/or attitudinal area which can be accurately repeated or measured.

(2) An activity (cluster of skills and knowledge) that a person performs in an occupation that is both observable and measurable and that forms the basis for competency-based curricula. *(DATAE)*

Competency-Based Curriculum - An educational program designed to teach clusters of skills and knowledge ("competencies") a person performs in an occupation, mastery of which forms the basis upon which the student is evaluated and graded. *(DATAE)*

Competency-Based Education - An educational approach based on a predetermined set of knowledge, skills, and abilities that the student is expected to accomplish. *(The Facts on File Dictionary of Education)*

Competency-Based Vocational Education - Instruction for employment that is based on current job tasks which are made known to each student before instruction and that, after appropriate instruction is provided, are to be performed by the student under pre-specified conditions and according to pre-specified standards. *(DATAE)*

Completer - A student with job preparatory intent who finishes a planned sequence of courses or competencies designed to meet a vocational occupational objective and has met all the requirements of the institution for program completion. ***(Also known as Vocational Program Completer)*** *(DATAE)*

Completion Rate - Total vocational job preparatory program completers divided by total job preparatory accountable enrollees in the vocational program. A program output measure that has no targets determined but is subjected to the 20% standard at the postsecondary level. *(DATAE)*

Comprehensive High School - A secondary school with a number of departments (e.g., academic, industrial, business) offering a diversified program to meet the needs of pupils with varying interests and abilities. *(AVA)*

Consensus Measures/Targets - The group of performance measures and associated targets arrived at by a consensus building process to satisfy the accountability requirements of all relevant laws. ***(See also Florida's Consensus System)***

Consensus System - A system of program performance measures and improvement targets that indicate different aspects of vocational education program output and outcome performance. The system of measures and targets was developed through a consensus building process to satisfy the five legal mandates. These legal mandates are: Perkins Act of 1990 (Federal), HB-167, Vocational Consolidation Bill (State), The School Improvement and Local Accountability Act (State), Community College Accountability Act (State), Student Right-to-Know and Campus Security Act (Federal). *(DATAE)*

Construction - Includes construction of new buildings and acquisition, and expansion, remodeling, and alteration of existing buildings, and includes site grading and improvement and architect fees. *(P.L. 101-392)*

Consumer and Homemaker Education - Instructional programs, services, and activities that prepare youth and adults for the occupation of homemaking, and instruction in the areas of food and nutrition, consumer education, family living and parenthood education, child development and guidance, housing, home management (including resource management), and clothing and textiles. *(DATAE)*

Continual Quality Improvement - Represents a philosophy of management or leadership introduced by W. Edwards Deming when working with Japanese industries after World War II. Essential principles in a CQI approach for schools include all participants seeing a common goal or purpose for the school, seeing quality in the school experience as a priority, always seeking to improve, etc. *(Blueprint 2000 - 10/6/92)*

Continuing Disability Review (SSDI and SSI) - The process of obtaining current information about the disabled individual's condition and any work activity so that the Social Security Administration may determine if disability payments should continue. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Contracted Instruction - Vocational and applied technology training funded by the State on an individual or group basis with private institutions and as approved by the five-year federal State Plan. *(DATAE)*

Cooperative Consultation - Enables vocational, academic, and exceptional educators to collaborate in planning alternatives for students encountering difficulty in the school setting. This results in a shared responsibility for observation, planning, pooling resources, prescribing alternative methods, and for monitoring student progress. *(DATAE)*

Cooperative Education - A program for persons who are enrolled in a school and who, through a cooperative arrangement between the school and employers receive part-time vocational instruction in the school and on-the-job training through part-time employment. It provides for alternation of study in school with a job in industry or business, the two experiences being planned and supervised by school and employer so that each contributes definitely to the student's development in his chosen occupation. Work periods and school attendance may be on alternate days, weeks, or other periods of time, but the hours at work are during the school day and equal or exceed the hours spent in school during the regular school year. This plan of training is used extensively in various phases of vocational education. *(AVA)*

Cooperative Education Clubs of Florida (CECF) - Provides leadership and educational opportunities and activities for cooperative education students by affording them the opportunity to seek an office of responsibility and leadership to develop a sense of dependability and to demonstrate the importance of working with others. CECF is designed to complement and supplement the regular cooperative education program by providing members the opportunity to expand their educational experiences through competitive events and social activities both within and outside the classroom. *(DATAE)*

Coordinating Teacher (Teacher-Coordinator) - A member of the school staff who teaches the related and technical subject matter involved in work experience programs and coordinates classroom instruction with on-the-job training. *(AVA)*

Coordinator (Cooperative Education) - A member of the school staff responsible for administering the school program and resolving all problems that arise between the school regulations and the on-the-job activities of the employed student. The coordinator acts as liaison between the school and employers in programs of cooperative education or other part-time job training. *(AVA)*

Core Abilities - The transferable skills essential to an individual's success regardless of occupation or community setting. These skills are regularly identified by employers, employees, and educators as essentials to lifelong learning. They include: 1) work productively, 2) think critically and creatively, 3) act responsibly, 4) communicate clearly, 5) learn effectively, 6) value self positively, and 7) work cooperatively. *(The Florida Tech Prep Counselor's Manual, 1994)*

Core Measures and Standards - *(See System of Core Measures and Standards)*

Correctional Education School Authority (CESA) - This entity, operated by the Florida Department of Corrections, delivers Adult Basic Education, General Educational Development (GED) test preparation, and vocational education programs and services to inmates in state correctional institutions per provisions in F.S. 242.68. *(F.S. 242.68)*

Correctional Institution - Any prison, jail, reformatory, work farm, detention center, halfway house, community-based rehabilitation center, or any other similar institution designed for the confinement or rehabilitation of criminal offenders. *(P.L. 101-392)*

Council - The National Council on Vocational Education. *(P.L. 101-392)*

Counselor, Guidance - An experienced and trained person who helps another individual to understand themselves and their opportunities, to make appropriate adjustments, decisions, and choices in the light of their unique characteristics, and to initiate a course of training or work in harmony with their selection. *(AVA)*

Countable Income - The amount of money remaining after certain exclusions are deducted from total income–used by the Social Security Administration to determine SSI eligibility and the level of SSI monthly payment. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Craft Advisory Committee - A group of local craftsmen, selected from a specific trade or occupation, appointed to advise the school on matters pertaining to teaching the particular occupation. Generally, the committee should include an equal number of representatives of labor and management. *(See also Advisory Committee, Business Advisory Committee, and School Advisory Council)* *(AVA)*

Credit -

A. *College* - The type of credit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a graduate, baccalaureate, or associate degree. One college credit is based on the learning expected from the equivalent of fifteen fifty-minute periods of classroom instruction with credits for such things as laboratory instruction, internships, and clinical experience determined by the Institution based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours.

B. *Compensatory* - The type of credit assigned to courses that are preparatory for an organized and specified program leading to a postsecondary certificate or degree. It applies to courses designed to correct educational deficiencies in the knowledge and skills judged necessary upon entry into a postsecondary certificate or degree program in order to progress satisfactorily through the program. It does not apply to adult general education. One compensatory credit is based on the learning expected from the equivalent of thirty hours of instruction.

C. *Secondary* - For the purpose of requirements for high school graduation, one full credit means a minimum of 150 hours of bona fide instruction in a designated course of study that contains student performance standards as provided for in Section 232.2454, Florida Statutes, or the equivalent of 6 semester hours of college credit as provided for in Section 236.081 (1)(h)1 and 240.115, Florida Statutes. No student shall be awarded a credit who has not been in attendance for instruction for a minimum of 135 hours unless the student has demonstrated mastery of the student performance standards in the course of study as provided by rules of the district school board.

D. *Vocational* - The type of credit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a vocational certificate. It applies to postsecondary adult vocational courses. One vocational credit is based on the learning expected from the equivalent of thirty hours of instruction. *(DATAE)*

Credit by Exam - A form of Advanced Standing in which a student may receive credit through examination by challenging courses through formal testing procedures which have been approved by the division offering the course. A challenge exam may consist of written, oral, performance or practical test, interview, or any combination of the above. *(The Florida Tech Prep Counselor's Manual, 1994)*

Criminal Offender - Any individual who is charged with or convicted of any criminal offense including a youth offender or a juvenile offender. *(P.L. 101-392)*

Curriculum - The series of courses in a designated field. It may refer also to the whole body of courses offered in an educational institution. *(AVA)*

Curriculum-Based Vocational Assessment - A process for determining the career development and vocational instruction needs of students based upon their ongoing performance within existing course content and curriculum, including experiences in the workplace. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Curriculum Materials - Instructional and related or supportive material, including materials using advanced learning technology, in any occupational field which is designed to strengthen the academic foundation and prepare individuals for employment at the entry level or to upgrade occupational competencies of those previously or presently employed in any occupational field and appropriate counseling and guidance material. *(P.L. 101-392)*

Data Based Decision Making - School budgeting decisions, planning decisions, and program improvement decisions based on data systematically collected at the local level. *(DATAE)*

Data Reporting Stream (or Basic Reporting Stream) - The chain of custody of data as it moves from person to person and office to office in the process of being reported to the Department of Education; includes everyone who has possession of and responsibility for the data at each step of the reporting process. *(DATAE)*

Deeming - The process of considering another person's income and resources to be the income and resources of the individual who is applying for or receiving SSI benefits. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Delivery Systems - The public school districts, public community colleges, state universities, and special state schools are the delivery systems providing public education in Florida. *(DATAE)*

Delta Epsilon Chi (DEC) - The postsecondary division of DECA. It is a student oriented organization structured to serve the needs of students in Marketing Education Programs in vocational centers, community colleges, and universities. This student organization develops career based skills in marketing, management, merchandising, and entrepreneurship. *(DATAE)*

Department - The (State) Department of Education. *(F.S. 239.105)*

Dependent-Care Services - Appropriate care and protection of infants, preschool and school-age children in order to afford students who are parents the opportunity to participate in vocational and applied technology education programs. *(DATAE)*

Designated Area Vocational Technical Center or School - A specialized postsecondary center or school that has met the specialized criteria in State Board Rule 6A-2.002 and 6A-2.0021. *(F.S. Sections 230.63 and 230.64)*

Developmental Benchmark - A description of the skills, knowledge, or values that a student should be able to demonstrate at a predetermined point in time prior to high school graduation, if he or she is to meet the standards and outcomes listed for Goal 3. *(Blueprint 2000 - 10/6/92)*

Developmental Guidance - A K-12 systematic preventive program that meets the personal, social, career and educational needs of students with age appropriate skills and knowledge through classroom instruction, group interaction, and individualized counseling. *(The Florida Tech Prep Counselor's Manual, 1994)*

Developmental Level - Readiness for learning. Since all persons do not develop or learn at the same rate, learning is appropriate to a readiness for learning rather than an age. Students may be at the chronological age 12 but their developmental level (readiness for learning) is at an age of 10 or 14. *(Blueprint 2000 - 10/6/92)*

Disabilities, Individuals with - Any individual who (a) has a physical or mental impairment that substantially limits one or more of the major life activities of that individual; (b) has a record of such an impairment; or (c) is regarded as having such an impairment (as defined in Section 3(2) of the Americans With Disabilities Act of 1990). Any individual who has been evaluated under part B of the IDEA and determined to be an individual with a disability, who is in need of special education and related services; or any individual who is considered disabled under section 504 of the Rehabilitation Act of 1973. *(Federal Register, Section 400.4(b))*

Disadvantaged Person -

1. *Academically disadvantaged:* A student who: (a) is enrolled in remedial instruction in reading, writing, or mathematics; (b) has grades below 2.0 on a 4.0 scale (where 4.0 equals the grade "A"); (c) has scored at or below the 25th percentile for the student's grade level on a standardized achievement or aptitude test; (d) is failing a grade; (e) is classified as a dropout or potential dropout; (f) is on academic probation; or (g) is failing to attain minimum academic or vocational competencies. The definition does not include individuals with learning disabilities.

2A. *Economically disadvantaged*: A student who meets any of the following criteria:

a. Student's family income is at or below the national poverty level;
b. Student, or parent or guardian of the student, is unemployed;
c. Student, parent or guardian of the student, is the recipient of public assistance;
d. Student is institutionalized or under state guardianship;
e. Student is participating in a Free or Reduced Price Lunch Program or AFDC (Aid to Families with Dependent Children) Program,
f. Student receives a Pell Grant;
g. Student receives a federal supplemental educational opportunity grant (SEOG);
h. Student is enrolled in a Job Training Partnership (JTPA) program; or
i. Student is enrolled in a work-study program.

(Implementation Manual for Florida's System of Core Measures and Standards for Vocational Education, September 1992)

2B. The term "economically disadvantaged family or individual" means such families or individuals who are determined by the Secretary to be low-income according to the latest available data from the Department of Commerce. *(P.L. 101-392)*

3. Individuals (other than individuals with disabilities) who have economic or academic disadvantages and who require special services and assistance in order to enable them to succeed in vocational education programs. Such term includes individuals who are members of economically disadvantaged families, migrants, individuals who have limited English proficiency, and individuals who are dropouts from secondary school. *(P.L. 101-392)*

Disaggregation - The process for analyzing outcome data by student subgroups within a school (e.g., gender, socio-economic status, race) to determine the school's effectiveness in serving all students. *(DATAE)*

Disbursement - Payments made in cash or by check. *(Adult Education Act, FY 1994, Section 353)*

Discrimination - Any action that limits or denies a person or a group of persons opportunities, privileges, roles or rewards on the basis of their gender, age, race, handicap, national origin, and/or religious persuasion. *(DATAE)*

Displaced Homemaker - An individual who is (A) an adult; and (B) (1) has worked as an adult primarily without remuneration to care for the home and family, and for that reason has diminished marketable skills; (2) has been dependent on public assistance or on the income of a relative but is no longer supported by such income; (3) is a parent whose youngest dependent child will become ineligible to receive assistance under the program for aid to families with dependent children under part A of title IV of the Social Security Act within 2 years of the parent's application for assistance under this Act; (4) is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate; or (5) is described in (A) or (B) and is a criminal offender. *(P.L. 101-392)*

Distributive Education - A program of instruction in marketing, merchandising, and management. The program is concerned with training needed for the purpose of updating, upgrading, career development, and operational management. *(AVA)*

Distributive Education Clubs of America (DECA) - The national organization for students enrolled in distributive education classes. The club is an integral part of the instructional program. It provides opportunity for leadership, scholastic development, vocational competence, civic awareness, competition, economic understanding, organizational training, and further develops a professional attitude toward careers in retail, wholesale, and service occupations. *(AVA)*

Distributive Occupations - Those occupations followed by proprietors, managers, or employees engaged primarily in marketing or merchandising of goods or services. Such occupations are found in various business establishments including, without being limited to, retailing, wholesaling, manufacturing, storing, transporting, financing, and risk bearing. *(AVA)*

District Advisory Council - (DAC) may be used in lieu of School Advisory Councils in districts of 10,000 or fewer students; may be used in districts with more than 10,000 students only in conjunction with School Advisory Councils. *(See also School Advisory Council)*

Diversified Occupations Program - A high school course in which students are given supervised work experience in any one of a variety of occupations combined with related classroom instruction. This type of program is suited especially to communities where the need for workers is too limited to justify separate courses for each occupation. This program is usually under the direction of the trade and industrial education division and supervised by a teacher coordinator. *(AVA)*

Document Literacy - The demonstration of competence in identifying and using information located in materials such as charts, forms, tables, and indexes. *(F.S. 239.105)*

Dropout Rate - Number of dropouts in kindergarten through grade twelve divided by the total school membership kindergarten through grade twelve. *(DATAE)*

Drug - Any substance, other than most foods, that alters the structure or function of the body and/or mind. *(Blueprint 2000 - 10/6/92)*

Dual Enrollment - Enrollment provided as a curricular option for secondary students to pursue in order to earn a series of elective credits toward the high school diploma. However, vocational dual enrollment may not supplant student acquisition of the diploma. Vocational dual enrollment must be available for a secondary student seeking a degree or certificate from a complete job-preparatory program, but may not sustain student enrollment in isolated vocational courses. *(F.S. 239.241)*

DVE 318 - The form developed by the Florida Department of Education for use by Local Educational Agencies for the purpose of annually reporting to the U. S. Federal Government projects assisted by the Carl D. Perkins Vocational and Applied Technology Education Act of 1990, Public Law 101-392. *(DATAE)*

Earning Level, Program - Florida Education and Training Placement Information Program (FETPIP) reports full-time and full-quarter earnings by program. Targets are established (based on these earnings) intended to lead to program improvement. ***(See also F.S. 229.8075 for additional detail about FETPIP.)*** *(Florida's Consensus System - 1994)*

Earnings, Full-Time/Full Quarter - Quarterly earning in dollars for people determined to have worked full-time/full-quarter during the period of Florida Education and Training Placement Information Program (FETPIP) follow-up process. *(DATAE)*

Earnings Level, Institution - Florida Education and Training Placement Information Program (FETPIP) full-time/full-quarter earnings data aggregated to the institution level. This measure will be calculated twice, once for all students and again for targeted students for the purpose of determining the effectiveness of programs in serving targeted population students. An earnings level target will be calculated for this earnings measure based on the earnings of all students and will be applied to targeted students as well. *(Currently part of the consensus postsecondary system of measures and targets.) (DATAE)*

Economically Depressed Area - An economically integrated area within any State in which a chronically low level of economic activity or a deteriorating economic base has caused such adverse effects as a rate of unemployment which has exceeded by 50 percent or more the average rate of unemployment in the state, or in the nation, for each of the three years preceding the year for which such designation is made or a large concentration of low-income families for which such designation for the purposes of this act is approved by the secretary as consistent with these and such other criteria as may be prescribed and with the purpose of this act. *(P.L. 98-524)*

Economically Disadvantaged - ***(See Disadvantaged Person)***

Economically Disadvantaged Family or Individual - Such families or individuals who are determined by the Secretary to be low-income according to the latest available data from the Department of Commerce. ***(See also Disadvantaged Person)*** *(P.L. 101-392)*

Educational (Instructional) Technology - Products (artifacts) of technology which are used to facilitate the educational process. These products may include anything from chalk to a computer or overhead projector. *(DATAE)*

Effective School Research - Using data collected from productive teaching practices and organizational dynamics in the educational setting, the effective school research provides a listing of "correlates" that are necessary to achieve a high level of student learning in a quality school setting. *(DATAE)*

Eligibility - Refers to a person's status, compliance and suitability with regard to certain criteria or standards used to determine whether a person may or may not participate in a particular program. Basic eligibility for participation in a supported employment program requires a determination that the candidate cannot be expected to succeed in competitive employment without extended ongoing support services. Eligibility for services from Vocational Rehabilitation require: 1) a documented disability, 2) a determination that the disability results in a significant impediment to employment, and 3) a reasonable likelihood that employability will result from available services. *("Definition of Common Terms Used in Supported Employment in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Eligible Institution - An institution of higher education, a local educational agency serving adults, or an area technical center serving adults that offers or will offer a program that meets the requirements of Section 235 of the Carl D. Perkins Vocational and Applied Technology Act and seeks to receive assistance under this part. *(P.L. 101-392, Laws of Florida, 1994, Chapter 94-232)*

Eligible Legalized Aliens (ELA) - An alien whose status has been adjusted to lawful temporary residence under Section 245A, 210, or 210A of the Immigration and Nationality Act, beginning on the effective date of such adjustment as established by the Immigration and Naturalization Service (INS) and continuing until the end of the five-year period beginning on the effective date of such adjustment, provided that during that time the alien remains in lawful temporary or permanent resident status under the Immigration Reform and Control Act of 1986. The application period for aliens meeting INS requirements for amnesty ended November 30, 1988; a six month extension was granted. The fluctuation of Eligible Legalized Aliens in Florida is a reflection of the approvals, denials, and pending status of ELAs in the INS adjudicating process. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Eligible Recipient - A local educational agency, an area vocational technical center, an intermediate educational agency, a postsecondary educational institution, a State corrections educational agency, or an eligible institution. *(P.L. 101-392, Laws of Florida, 1994, Chapter 94-232)*

Employability Skills - Skills relating to choosing a career, getting and keeping a job, making job and career changes, and career advancement. *(DATAE)*

Employment, Instruction-Related - Employment which has been determined to be related to the academic and vocational education received by the former student, including basic skills, employability skills and technical skills. *(DATAE)*

English for Speakers of Other Languages (ESOL) - A specific discipline, using an approach which allows students to learn English systematically and cumulatively, moving from concrete to abstract levels of languages in a spiraling fashion. *(Blueprint 2000 - 10/6/92)*

Enrollment - All persons receiving instruction under a vocational education reporting code. (Please note that the 1994 F.S. 239.233 definition labelled "Enrolled" is in the context of accountability and refers to persons who are "Accountably Enrolled".) (See Also Accountably Enrolled) (*DATAE*)

Enterprise Florida - The State's new, all-encompassing economic development initiative. This program links government and the private sector in a partnership to provide technological advances, accessible capital, and a skilled workforce to attract and develop value-added industries. ***(See also Jobs and Education Partnership)*** *(DATAE)*

Equal Access - Providing the same chance for quality education to include individuals with disabilities and disadvantaged individuals and other special populations including provisions for recruitment, enrollment in all programs, and placement of these individuals in jobs. *(DATAE)*

Equipment - A material item of a non-expendable nature, such as a built-in-facility, a movable or fixed unit of furnishings, an instrument or apparatus, a machine (including attachments), instructional skill-training device, or a set of small articles whose parts are replaceable or repairable, the whole retaining its identity and utility over a period of time which is characteristic for items of its class. *(Adult Education Act, FY 1994, Section 353)*

Equitable Offset - The federal government's practice of forgiving repayment for inappropriately spent Perkins funds when you can show non-federal funds were used for Perkins purposes, therefore offsetting the inappropriate use. *(AVA Audit Handbook)*

Equity - The degree to which a school prepares all students, without respect to race, gender, or socio-economic status, often reflected in the distribution of achievement on standardized measures. *(Blueprint 2000 - 10/6/92)*

Evaluation - A term used in education indicating the procedure for determining the effectiveness of instruction. *(AVA)*

Excess Cost - Costs of special services and activities made available exclusively to persons identified as disadvantaged or disabled and not made available to regular students. *(DATAE)*

Exemplary Program - An educational program that (a) improves student performance and (b) encourages educational accountability. *(DATAE)*

Exit-Level - The level of performance which is expected of students who are to exit (graduate) from high school. Refers to student performance standards and outcomes. *(Blueprint 2000 - 10/6/92)*

Expenditures for Adult and Postsecondary Education - The monies the State shall expend for the following:

A. Postsecondary programs offered to persons:

1. who have completed or left high school;
2. who are enrolled in organized programs of study for which credit is given toward an associate or other degree; and
3. who are not enrolled in programs designed as baccalaureate (or higher) degree programs.

B. Adult programs offered to persons:

1. who have already entered the labor market;
2. who are unemployed; and
3. who have completed or left school and are enrolled in organized programs of study for which credit is not given toward an associate or other degree. *(DATAE)*

Exploratory Courses - Vocational courses designed to give students initial exposure to the skills and aptitudes associated with a broad range of occupations in order to assist them in making informed decisions regarding their future academic and occupational goals. *(F.S. 228.041)*

Extended Period of Eligibility - Permits the reinstatement of benefits, without a new application or disability determination, to those disabled people whose benefits had stopped because of substantial gainful activity. If this activity is discontinued at any point during the 36 months specific period immediately following the trial work period, then impairment severity must continue. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

External Review - An examination by a team of persons outside the school into the causes and conditions that contribute to a school performing inadequately. The external review is a form of assistance that provides objective recommendations for improving school performance on state and local goals. *(Blueprint 2000 - 10/6/92)*

External Support System - Consists of family, friends or co-workers whose active endorsement and emotional support of an individual are very helpful to successful employment outcome. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Facilities - *(See School Facilities)*

Florida Administrative Code (FAC) - Rules that are adopted to implement Florida Law. The rules of the Florida State Board of Education relating to public schools are located in Chapters 6A-13, FAC. The rules relating to community colleges are located in Chapter 6A-14, FAC. These rules, when adopted pursuant to Chapter 120, Florida Statutes, have the full force and effect of the law. *(DATAE)*

Florida Application Update Network (FAUN) - FAUN is a on-line source which provides the public consistent up-to-date information about vocational, adult and community education. It is a menu-driven system allowing user-friendly access to information about grants and products, news releases, documents, announcements, and other information related to vocational, adult and community education. The system provides a forum for file transfer, E-mail exchange and group conferencing. *(DATAE)*

Florida Association of Public Service Students (FLAPSS) - The purpose of this association is to promote involvement in current public service issues, environmental concerns, and survival needs in the community, nation, and world. *(DATAE)*

Florida Council on Vocational Education (FCOVE) - A group whose membership is comprised of 13 individuals broadly representative of citizens and groups within the state having an interest in vocational and applied technology education. Representation shall be consistent with Section 112, Public Law 98-524 *(DATAE)*

Florida Education and Employment Council for Women and Girls - The purpose of the Council is to advise the Commissioner of Education on all equity matters pertaining to the education and employment of women and girls. The goals of the Council are to encourage the educational system to provide occupational training for women to meet the needs of business and industry; to insure that educational and occupational programs provide for economic self-sufficiency; to raise public awareness of the role and value of women workers, and to identify programs and services that reduce or eliminate educational and employment barriers to women and girls. *(DATAE)*

Florida Education and Training Placement Information Program, The (FETPIP) - Established by the Florida Department of Education under F.S. 229.8075 for the purpose of compiling, maintaining, and disseminating information concerning the educational histories, placement, and employment, enlistments in the U.S. armed services, and other measures of success of former participants in state educational and training programs. *(F.S. 229.8075(1))*

Florida Education and Training Placement Information (FETPIP) Instruction-Relatedness PC Application - Software developed by FETPIP for school districts and colleges to use in determining and reporting instruction-relatedness. ***(See also Florida Education and Training Placement Information Program) (DATAE)***

Florida Education Finance Program (FEFP) - The method by which schools receive their state educational funding. Funds available to school districts vary primarily because of the number of students, amount of instructional time students receive, cost differences in providing instructional programs, and cost differences in geographic areas. The number of students served part-time in a program is added to the number of full-time students to equal the number of "full-time equivalent" students. ***(See also F.S. 236.02 and F.S. 236.081)***

Florida Information Resource Network, The (FIRN) - The computerized communications network within the State of Florida used for the transmission of data and analysis between institutions and the Department of Education. *(DATAE)*

Florida Occupational Information Coordinating Committee (FLOICC) - An interagency committee with representatives from the Department of Education, Department of Labor and Employment Security, Department of Health and Rehabilitative Services, and Department of Commerce. Its purpose is to develop and implement a system to meet the common occupational information needs of the member agencies. *(DATAE)*

Florida Occupational Information System (FLOIS) - A data base developed and maintained by the Florida Department of Labor and Employment Security which provides supply and demand, labor force characteristics, and other occupational information to state agencies, career counselors, businesses, and those facing career decisions. The information is updated annually and can be displayed for the entire state, or for any one of four common regional configurations which divide the state into defined geographic areas. *(Florida Department of Labor and Employment Security)*

Florida Supported Employment Project - A five year federally funded "State Change" grant awarded to the Florida Association for Rehabilitation Facilities in 1986. Its primary purpose is to promote and assist in the development of a delivery system that would make supported employment accessible throughout the state, and to facilitate interagency efforts needed to accomplish this. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Florida Technology Student Association (FTSA) - The national organization for technology education students. Members come from elementary, intermediate, and high school students enrolled in technology education courses. Also includes educators, parents, and business leaders who believe in the need for a technologically literate society and are working hard to achieve that goal. *(DATAE)*

Follow-Up/Follow-Along - ***Follow-Up*** generally refers to information about or services to persons at a point in time after they leave school or an agency program (a one-time occurrence). ***Follow-Along*** refers to information about or services to persons over an extended period of time after they leave a school or an agency program. These terms are often used synonymously to refer to those services provided to individuals with severe disabilities in supported employment that assist them in retaining their jobs and in making job changes and advancements after initial employment and training. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Follow-up Study, Vocational - A survey to determine what occupations the students and graduates of vocational education courses enter, and how effective their training was in relationship to actual needs of the job. *(AVA)*

Full Service School - A school that integrates education, medical, and/or social and human services that are beneficial to meeting the needs of children and their families on school grounds or in locations which are easily accessible. The Full Service Schools initiative is family-centered, promoting the involvement of families and the community in the design, configuration, delivery and evaluation of services. It is based on a model of family empowerment and reciprocal responsibility between families and community-based-service-providing agencies. It focuses on the integration of health and social services with education services and measures success through outcomes at the family and system levels. The initiative provides incentives to schools, school districts, families, communities; and state and local, public and private health and human service agencies to: (1) develop collaborative relationships to improve access to services for children and their families, (2) coordinate the provision and eliminate unnecessary duplication of services across agencies, and (3) support children's success in school. *(DATAE)*

Full-Time Equivalent Student - The formula for determining funding for a full-time equivalent student (school district) is contained in Florida Statute 236.013. *(Refer also to 236.081 for greater detail about funding for operation of schools. For calculation of full-time equivalent membership with respect to instruction from community colleges or universities, refer to 236.081 [1][j]) (F.S. 236.013)*

Full-Time Employment - Employment for at least the minimum number of weekly work hours needed to qualify for the top fringe benefit package the employer offers to the particular class of employees. The minimum number of work hours needed to qualify for these fringe benefits will vary from employer to employer, but is frequently set at 30 - 35 hours per week. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Full-Time Equivalent (FTE) - *(See Full-Time Equivalent Student)*

Functional Literacy - The demonstration of academic competence at an eligible grade level. *(F.S. 239.105)*

Fundamentals Course - A course providing instruction in those basic competencies common to two or more job preparatory programs for the purpose of developing skills, knowledge, and attitudes for advancement into the next level of a job preparatory program. *(DATAE)*

Future Business Leaders of America (FBLA) - A non-profit, local, district, state, and nationally affiliated organization for all secondary students participating in business education programs. Its purpose is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 7-12) in business education to develop vocational and career supportive competencies and to promote civic and personal responsibility. *(DATAE)*

Future Farmers of America (FFA) - A national organization of students who are enrolled in agricultural education classes in the public secondary schools of the nation. It is an integral part of the instruction in agricultural education and is provided for in the George-Barden and subsequent National Vocational Education Acts. It was incorporated by the 81st Congress in 1950. The foundation upon which the FFA is built includes leadership and character development, sportsmanship, cooperation, service, thrift, scholarship, improved agriculture, organized recreation, citizenship, and patriotism. *(AVA)*

Future Homemakers of America/Home Economics Related Occupations (FHA/HERO) - The national organization of students studying home economics in public and private secondary schools. This youth organization provides opportunities for developing individual and group initiative in planning and carrying out activities related to the home. On the local, state, and national levels it operates through the framework of the home economics education program of the secondary schools. *(AVA)*

General Educational Development (GED) Test - Designed to enable adults who have not graduated from high school to demonstrate attainment of skills and concepts generally associated with four years of regular high school instructions. Each of the five tests (writing skills, social studies, science, literature and the arts, and mathematics), uses a multiple-choice format. The writing skills test contains, in addition, an essay assignment. *(DATAE)*

General Educational Development (GED) Test Instruction - Noncredit courses through which persons prepare to take the GED test. *(F.S. 239.105)*

General Occupational Skills - Experience in and understanding of all aspects of the industry the student is preparing to enter, including planning, management, finances, technical and production skills, underlying principles of technology, labor and community issues, and health, safety, and environmental issues. *(P.L. 101-392)*

Goal Statement - A general statement of intended outcomes. They are detailed and specific enough to guide the development of strategies. The goal statement is not a synonym for purpose or mission. *(Regional Strategic Planning Manual)*

Gold Seal Vocational Endorsement and Scholarship Program - Florida school districts may award the Gold Seal Endorsement to graduating seniors who have at least a 3.0 overall unweighted Grade Point Average (GPA) and a 3.5 unweighted vocational GPA. The Gold Seal candidate must also complete a vocational job preparatory program, successfully pass a written and performance test of job skills, and demonstrate mastery of basic and employability skills. Students meeting these requirements receive a diploma with a gold seal, a certificate of achievement, a medallion, and are eligible to apply for a Gold Seal Scholarship, granting up to $2,000 per year for up to four years. This scholarship may be used at any accredited postsecondary public or private community college, university, or technical school in Florida. *(DATAE)*

Graduation Rate - Number of students who receive regular diplomas in the twelfth grade divided by the number of students who enter the ninth grade. *(DATAE)*

Grant-in-Aid - A financial grant, frequently in the form of periodic payments, made by a government or agency to another government or agency by way of assistance for a special purpose. For example, funds are granted by the federal government to the states for the promotion and improvement of vocational education and under the terms of the federal vocational education acts. *(AVA)*

Guidance Services - Those activities that have as their purposes helping pupils assess and understand their abilities, aptitudes, interests, environmental factors, and educational needs; assisting pupils in increasing their understanding of educational and career opportunities; and aiding pupils in making realistic goals. These activities include counseling pupils and parents, evaluating the abilities of pupils, assisting pupils to make their own educational and career plans and choices, assisting pupils in personal and social adjustment, and working with other staff members in planning and conducting guidance programs. *(AVA)*

Guidance, Vocational - The process of helping individuals understand their capabilities and interests, choose a suitable vocation, and prepare for, enter, and make successful progress in that vocation. *(AVA)*

Guidelines for School Improvement - The Guidelines are offered as a framework to assist schools and districts with their School Improvement Plans, and are not considered a rigid set of rules that would interfere with existing efforts and programs, or stifle proposed innovations. *(See also F.S. 230.23)*

Health Occupations Students of America (HOSA) - A student organization that is an integral part of the health education curriculum. Participation in HOSA program activities provides the student with opportunities to apply what is learned in the classroom and on the job and help students become more employable. HOSA activities that are integrated into the curriculum provide students with the ability to build self-esteem, develop enthusiasm and maintain momentum, set goals for life-long planning, raise their level of social intelligence, develop confidence in learned competencies, and communicate more effectively. *(DATAE)*

High Technology - State-of-the-art computer, microelectronic, hydraulic, pneumatic, laser, nuclear, chemical, telecommunication, and other technologies being used to enhance productivity in manufacturing, communication, transportation, agriculture, mining, energy, commercial, and similar economic activity and to improve the provision of health care. *(P.L. 101-392)*

Home Economics - The term used to designate the discipline at the college level that prepares students for such professional fields as: home economics teaching, dietetics, cooperative extension, social welfare, public health, institution administration, and research. *(AVA)*

Home Economics Education - A program of instruction that is planned for the purpose of assisting youth and adults to understand and solve problems in home and family living and/or to prepare for employment and upgrading in occupations involving knowledge and skills in home economics subjects. Subject-matter areas include child development, family relationships, food and nutrition, clothing and textiles, family economics and home management, housing, home furnishings and equipment, and family health. *(AVA)*

Impaired-Related Work Expenses (IRWE) - Applies to disabled SSDI and disabled SSI (not blind) individuals, wherein the cost of certain items and services needed to work, even though also needed for normal daily activities (e.g., attendant care services, medical devices, etc.) can be deducted from earnings in determining if the individual demonstrates the ability to engage in substantial gainful activity. It also provides that these same impairment-related work expenses can be deducted, under certain circumstances, from earned income to determine an SSI recipient's countable earned income. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Improvement Planning Program - ***Program*** - A process for developing a coherent plan for attaining the desired levels of program performance that includes assessing the current level of program performance measures relative to specifically develop targets. ***School*** - A process for developing a coherent plan for attaining the desired levels of school performance, including all programs, activities, and administrative and support services. The process includes assessing the current level of school performance measures relative to specifically developed targets. *(See also School Improvement Plan)*

Incentives - Rewards that serve as motivation, such as an LEA receiving additional funds for increasing participation of targeted populations in vocational education. *(Implementation Manual for Florida's System of Core Measures and Standards for Vocational Education, September 1992)*

Inclusion - Regular contact with nondisabled citizens using the same resources, same communities, and residing in the same areas. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Individuals With Disabilities - *(See Disabilities, Individuals with)*

Individualized Competency-Based Instruction - An instructional method designed to meet the needs of the individual student. It recognizes that students enter a program with different abilities and that they learn at different rates and in different ways. The teacher of an individualized program seeks to respond with alternative instructional approaches such as the use of film, lecture, or demonstration as suggested by scheduling limitations or other efficiency or motivational considerations. *(DATAE)*

Individualized Education Plan (IEP) - Each district shall develop an IEP for each student with a disability. An IEP consists of written statements including:

(a) A statement of the student's present levels of educational performance;

(b) A statement of annual goals, including short term instructional objectives;

(c) A statement of the specific special education and related services to be provided to the student and the extent to which the student will be able to participate in regular educational programs;

(d) The projected dates for initiation of services and the anticipated duration of the services;

(c) Appropriate objective criteria and evaluation procedures and schedules for determining, on at least an annual basis, whether the short term instructional objectives are being achieved; and

(f) A statement of the needed transition services including, if appropriate, a statement of each school district's and each participating agency's responsibilities or linkages, or both, for each student beginning no later than age sixteen (16) or at a younger age if determined appropriate. *(Florida State Board of Education Rules, Section 6A-6.03028)*

Industrial Arts Education - Instructional shopwork of a nonvocational type that provides general educational experiences centered around the industrial and technical aspects of life today and offers orientation in the areas of appreciation, production, consumption, and recreation through actual experiences with materials and goods. It also serves as exploratory experiences, which are helpful in the choice of a vocation. *(AVA)*

Industrial Education - A generic term applying to all types of education related to industry, including industrial arts education, vocational industrial education (trade and industrial education), and much technical education. *(AVA)*

Initial Recommendations - In June 1992, the Florida Commission on Education Reform and Accountability issued a series of initial recommendations to meet the Blueprint 2000 legislation and to shape the future direction of education in Florida. Designed to utilize the collaborative, participatory process to make continual changes, it is anticipated that these recommendations will change as progress is made towards the State's goals and performance standards. After a series of public hearings, the Commission presented a revised version of their initial recommendations that was approved by the State Board of Education in the fall of 1992. *(Blueprint 2000 - 10/6/92)*

In-Kind Contributions - Facilities, overhead, personnel, and equipment fairly valued. *(DATAE)*

Inservice Training - Educational training for vocational education teachers, counselors, administrators, and supervisors to enable them to increase skills and knowledge related to jobs in which they are presently employed. *(DATAE)*

Inservice Training for Teachers - Instruction and supervision for employed instructional personnel for the purpose of improving their professional abilities. *(AVA)*

Institution of Higher Education - Includes institutions offering apprenticeship programs of at least two years beyond the completion of secondary school. *(DATAE)*

Instruction-Relatedness Analysis - An effort to determine the relationship between occupations of former students and the instruction they received. Also, the personal computer analysis developed by the Florida Education and Training Placement Information Program (FETPIP) to assist the user in the determination of the relatedness of occupations to instruction received by a student. *(See also Florida Education and Training Placement Information Program and The Florida Education and Training Placement Information Program Instruction-Relatedness Personal Computer Application) (DATAE)*

Instructional Personnel - Any member of the teaching staff as defined by the State Board and shall include teachers, librarians, and others engaged in an instructional capacity in the schools. *(F.S. 228.041)*

Integrated Academic and Vocational Education - The process for combining skills and competencies, for reinforcement and subject area content, of academic and vocational coursework through collaboration between two or more teachers, for the correlation of instructional materials and sequencing of learning activities. *(DATAE)*

Integrated Curriculum - The act or process of blending or forming a whole. In Tech Prep, applied academic and technical curricula are integrated into a single curriculum. *(The Florida Tech Prep Counselor's Manual, 1994)*

Integration - The blending of two or more content areas of instruction for the purpose of illustrating relationships and demonstrating connectedness between courses. *(DATAE)*

Integration/Inclusion - Living and working in a setting in which the percent of persons with employment handicaps does not substantially exceed that in the general population (about 10% in Florida). A person with disabilities may be considered to be integrated if he or she lives, works, and participates in community activities with non-disabled persons. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Interagency Screening - A process by which a team comprised of adult agency and school representatives reviews application for supported employment services. Screening team decisions are based on the applicant's need for the intensive services offered by the Supported Employment model, as well as an interest in assuring a reasonable match between program capacities and flow of enrollees. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Interinstitutional Agreement - A signed agreement between the superintendent of each cooperating high school and the president of the community college (with approval of the respective governing boards) outlining the overall terms of coordination between institutions. *(DATAE)*

Intermediate Educational Agency - A combination of school districts or counties as are recognized in a state as an administrative agency for such state's vocational or technical education schools or for vocational programs within its public elementary or secondary schools. Such term includes any other public institution or agency having administrative control and direction over a public elementary or secondary school. *(P.L. 101-392)*

Internship - Refers to postsecondary work-based learning in which a partnership is established between the schools, an employer or business, and the student for the purpose of providing practical education to the student through productive work opportunities. A signed agreement between all parties outlining a student's cooperative learning plan is a necessary component of an internship. *(The Florida Tech Prep Counselor's Manual, 1994)*

Issue (Strategic) - A conflict that may involve what, how, philosophy, location, timing, and the groups that might be advantaged or disadvantaged by different ways of resolving the issue. The issue itself should be described succinctly (i.e., a single paragraph) and should be something the organization can do something about. There must be a consequence to the organization if it fails to address a strategic issue. *(Regional Strategic Planning Manual)*

Job Carving - An aspect of job development or job setting that refers to combining parts of one or more existing jobs in order to create a meaningful job for an individual with disabilities. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Job Coach (also known as Employment Specialist) - The person responsible for matching persons with disabilities to the employment positions most appropriate to them, scheduling job interviews, developing complete training packages, implementing training programs for all job specific and ancillary skills required for job retention, monitoring progress on the job, documenting progress and employer satisfaction, and advocating for the worker. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Job Development - The process of identifying an employment opportunity suited to the person with disabilities. Traditional or general job development often seeks to amass a variety of openings to which suitable persons may or may not be matched. Job development in supported employment usually proceeds with the interests and needs of a specific individual in mind. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Job Entry - A vocational education program designed to provide students with an alternative method of meeting a portion of the high school graduation requirements through "work for graduation credit" as provided for in 6A-1.95 (13), Florida Administrative Code. *(DATAE)*

Job Placement - A procedure enabling individuals to be "placed" in the labor market or to become employed. This requires knowledge of job requirements, the labor market, and an individual's abilities and limitations. This service provides assistance in obtaining employment for job seeking skills. *(DATAE)*

Job Preparatory Instruction - Instruction through which students attain the job-specific, academic, and employability competencies necessary to enter specific occupations. *(F.S. 239.101)*

Job Preparatory Program - Job-preparatory instruction about the minimum competencies necessary for effective entry into an occupation, including diversified cooperative education, and job entry programs that coordinate directed study and on-the-job training. *(F.S. 228.041)*

Job Readiness - Refers to the point at which an individual is prepared for employment based upon possession of necessary work skills, social competence, job seeking and interview skills, etc. Conceptually, job readiness fits with a traditional "first you train--then you place" approach to employment. *(See also Place-Train) ("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Job Seeking Skills - Those skills that enable a person to seek out job openings and apply for them. This includes knowledge of where to find information about job openings, how to complete an application, and how to handle an interview. *(DATAE)*

Job Training Partnership Act (JTPA) - The Job Training Partnership Act, (Public Law 102-367) establishes programs to prepare unskilled adults and youth for entry into the labor force and provides job training assistance programs for economically disadvantaged individuals and others facing serious barriers to employment who are in special need of such training to obtain productive employment. *(DATAE)*

Jobs and Education Partnership - The mission of the Enterprise Florida Jobs and Education Partnership is to create and maintain a highly skilled workforce that responds to the rapidly changing technology and diversified market employment opportunities leading to higher wages. One of the keys to the partnership's success will be the establishment of performance-based education initiatives which will support the high-skill, high-wage job education necessary to achieve the overall mission of Enterprise Florida. *(Enterprise Florida)*

Labor Market - Positions available to meet the employment needs of private and public business and industry. *(DATAE)*

Least Restrictive Environment (LRE) - A student or trainee with disabilities may be said to be in the least restrictive environment when he or she:

A. Has an individual educational plan (IEP) or habilitation or rehabilitation plan that appropriately addresses his/her needs;

B. Is in a setting that is based on the plan;

C. Makes progress in his/her educational or training program without diminishing the learning or working environment with nondisabled persons;

D. Is in an educational or work environment with nondisabled persons to the extent appropriate to his/her needs; and

E. Is provided opportunities to participate with nondisabled persons in extracurricular activities to the extent possible. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Leaver With Marketable Skills - A student with job preparatory intent enrolled in a program of vocational education and has left the program with marketable skills without completing the program. *(DATAE)*

Levels of Vocational Education - There are three levels of vocational education which are defined herein. They are secondary (high school), postsecondary (community college), and postsecondary adult (area centers, etc.). *(DATAE)*

Life Management Skills Courses - Life management skills courses are courses providing instruction designed to enable students to contribute effectively toward the development and maintenance of a wholesome home environment, to include nutrition, drug education, consumer education, cardiopulmonary resuscitation, hazards of smoking, information and instruction on breast cancer detection and breast self-examination, and positive emotional development. *(DATAE)*

Lifelong Learning - A noncredit course or activity offered by a school district or community college which seeks to address community social and economic issues related to health and human relations, government, parenting, consumer economics, and senior citizens. The course or activity must have expected outcomes that relate to one or more of these areas. *(F.S. 239.105)*

Limited English Proficiency - Individuals who were not born in the United States or whose native language is a language other than English; who come from environments where a language other than English is dominant, or who are American Indian and Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English proficiency; and who, by reason thereof, have sufficient difficulty speaking, reading, writing, or understanding the English language to deny such individuals the opportunity to learn successfully in a classroom where the language of instruction is English or to participate fully in society. *(Elementary and Secondary Education Act of 1965)*

Limited English Proficiency Student (LEP) - A student who was not born in the U.S. and whose native language is other than English; or was born in the U.S. but who comes from a home in which a language other than English is most relied upon for communication; or is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English language proficiency; and who as a result of the above has sufficient difficulty speaking, reading, writing, or understanding the English language to deny him or her the opportunity to learn successfully in classrooms in which the language of instruction is English. *(Implementation Manual for Florida's System of Core Measures and Standards for Vocational Education, September 1992)*

Linking Education and Employment (LEE) Program - A Florida dropout prevention and retrieval initiative designed to combine competency-based academic instruction and skill training with structured workplace supervision. The initial focus is on young people between the ages of 16 and 21 who have left high school prior to graduation and are currently employed or seeking employment. *(DATAE)*

Literacy - Preparation required to successfully enter the workforce and/or postsecondary education, function in a global economy, and make well reasoned, thoughtful, and healthy lifelong decisions. *(Blueprint 2000 - 10/6/92)*

Local Advisory Councils - A committee comprised of members of the general public, especially representatives of business, industry, and labor. These councils may be established for program areas, schools, communities, or regions in order to meet the needs of the districts and community colleges. *(DATAE)*

Local Application - Document detailing plans for a Perkins project that must be approved by the state agency before grant funds are received. *(DATAE)*

Local Director of Vocational Education - The school administrator appointed to supervise the total vocational education program in a school district. *(AVA)*

Local Educational Agency (LEA) - The agency responsible for administration of adult education or vocational education, or both, within a vocational region. Such agencies must consist of one or more school boards or a board of trustees of a public community college, or both. *(F.S. 239.105)*

Local Follow-Up Process (Previously called "Supplemental Follow-Up") - The process used by a local school district or community college to independently develop follow-up information on its former students. *(DATAE)*

Local Sponsor - A school board, community college board of trustees, public library, other public entity, or private nonprofit entity, or any combination of these entities, that provides adult literacy instruction. *(CS/HB 167, 1992)*

Longitudinal Survey - A study of a group of subjects that follows them through time. *(The Facts on File Dictionary of Education)*

Maintenance of Effort - The fiscal effort per student, or the aggregate expenditures of the State, from State sources, for vocational education for the fiscal year (or program year) preceding the fiscal year (or program year) for which the determination is made, must at least equal its effort or expenditures for vocational education for the second preceding fiscal year (or program year). *(DATAE)*

Marketing Education Resource Center (MERC) - A non-profit research and development center for marketing educators. *(DATAE)*

Master Inservice Plan for Vocational Educators - This plan provides professional and technical updating for vocational instructional personnel in school districts and community colleges. The initial plan was developed to begin July 1, 1986 and is updated every five years. *(F.S. 231.614)*

Matching - Requirement that when federal funds are spent in a particular area the same amount of non-federal funds must also be spent. *(DATAE)*

Measurable Objective - A specific statement of intended results. Characteristics of a measurable objective include the following: a definite time frame; who the audience is; degree of measurement; and resources needed. *(Regional Strategic Planning Manual)*

Medicaid (SSI) - Medical coverage provided to an individual by the State Title XIX program. Persons receiving SSI are eligible for Medicaid. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Medical Improvement Expected (SSDI and SSI) - When a disability determination is made and it is determined that the disabling impairment may improve the case is diaried for a future medical review (medical reexamination). *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Medicare (SSDI) - A two-part health insurance program for eligible disabled and retired people: 1) Hospital Insurance under Medicare 2) - Supplemental Medical Insurance (SMI) under Medicare. Persons receiving SSDI become eligible for Medicare Hospital Insurance after 24 months of receiving SSDI. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Minority - Any individual belonging to one of the following race/ethnic categories: black-not of Hispanic origin, all persons having origin in any of the black racial groups of Africa; Hispanic-all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race; Asian or Pacific Islander-all persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands; American Indian or Alaska Native-all persons having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition. *(Blueprint 2000 - 10/6/92)*

Mission - As part of the needs assessment process, each school center includes its mission or reason for existence within the school community. This identification will assist the school to recognize its role and/or expectations within the school community, and allow for the proper direction of educational services to be developed to meet the needs of the constituents. *(Blueprint 2000 - 10/6/92)*

Modification of Instruction - The instructional component(s) of an approved vocational education program area changed as follows: (1) addition and/or modification of instructional materials; (2) the assignment of personnel necessary to meet the student's individual needs and/or increase the size-effectiveness ratio; (3) the process of instruction - the identification of the most effective methods and techniques necessary for the utilization of materials of the curriculum - the type, sequence, duration and content of the instructional units that constitute the program curriculum. *(DATAE)*

Modified Feedback Tapes - Special computer tapes submitted to the Division of Community Colleges (DCC) by the community colleges with individually identifiable student enrollment data, used by FETPIP for various vocational follow-up processes. *(DATAE)*

Modular Analysis of Learning Difficulties - One of the prescribing forms used in the System for Applied Individual Learning (SAIL) lab to prioritize the individual's learning assignments. *(DATAE)*

Monitoring - Florida Department of Education's activities which determine that funds are used and programs are operated in accordance with applicable federal and state statues, rules, and regulations. *(Adult Education Act, FY 1994, Section 353)*

More Restrictive Conditions - Special requirements or restrictions imposed on a grant recipient as a condition of project approval by the Department of Education. *(Adult Education Act, FY 1994, Section 353)*

Multicultural Education - Education that prepares students to live, learn, communicate, and work to achieve common goals in a culturally diverse world by fostering understanding, appreciation, and respect for people of the other gender or other ethnic, socioeconomic, language, and cultural backgrounds. *(Blueprint 2000 - 10/6/92)*

Multicultural Education Training and Advocacy, Inc. (META) - The 1990 agreement requires the identification and provision of services to students whose native language is other than English. With the adoption of SBE rules to implement this agreement, equal access to program subject matter, content, and benefits must be provided to all limited English proficient students. *(DATAE)*

Needs Assessment - The process whereby the school unit using the school's mission statement as a guide, evaluates where the school "is" as far as meeting the identified expectations of the school community. Input from all the various constituencies is collected in order to have a complete picture of the school's status. Analysis of the data leads to formulating the goals and strategies for school improvement. Data may be collected using formal and informal techniques. *(DATAE)*

Neglected Majority - The high school audience that Tech Prep is designed for that often involves the "middle 50%" of the students who are in an unfocused general education track. *(The Florida Tech Prep Counselor's Manual, 1994)*

New Program - A program that is new to the local educational agency (LEA) service area and designed to meet new and emerging labor force needs and job opportunities. The new program could be similar to other on-going programs but new to an LEA service area. The new program shall be a program requiring additional equipment and an additional instructor other than that available for this purpose in the fiscal year previous to the year in which the funds are requested to initiate new programs. *(DATAE)*

Non-Associate Degree Full-Time Equivalent Student - An individual in a vocational education program for 900 sixty-minute-membership hours per FTE whose program completion does not culminate in the awarding of an Associate of Arts or an Associate of Science Degree. *(DATAE)*

Nonresident Alien - A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. *(DATAE)*

Non-Supplanting - The requirement that federal funds be used to supplement, not supplant (take the place of), funds from other sources. *(DATAE)*

Nontargeted Population - Individuals who are not listed as "targeted" populations are "nontargeted" populations. *(See also Targeted Population)*

Nontraditional Employment - As applied to women; refers to occupations or fields of work where women comprise less than 25 percent of the individuals employed in such occupation or field of work. *(Bill S.369, 102nd Congress)*

Normalization - A philosophy emphasizing the participation of persons with disabilities in society to the extent possible and as independently as possible. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council definitions)*

Obligations - The amounts for orders placed, contracts awarded, services received, or for similar transactions during the stipulated project period, which will require payment during the same or a future period. *(Adult Education Act, FY 1994, Section 353)*

Occupational Completion Point - A group of competencies/skills that are needed in order to obtain proficiency in a specific occupation as identified by an OES, DOT or industry title. *(DATAE)*

Occupational Forecasting - A process of gaining consensus on the identity of new and emerging industries and related occupations. Business, industry, economic development councils, economists, demographers, state and local agencies, and educators set the agenda for future education and training with economic development and expansion as their goal. *(DATAE)*

Occupational Information - Systematically organized data used by guidance personnel for the purpose of helping persons make a vocational choice. Material concerns the nature of the work, duties, responsibilities, and compensations involved in the several vocations, including information about employment outlook, promotional opportunities, and entrance requirements. *(AVA)*

Occupational Preparatory (Proficiency Program) - *(See Job Preparatory Programs)*

Occupational Specialist - A qualified professional who provides career advisement services for students, parents, and school faculty. In addition, the specialist coordinates job placement and follow-up services, school-to-work transitional activities, and serves as the educational business/community liaison. *(DATAE)*

Occupational Standard - An established measure for judging the quality of work performed in a trade or occupation. *(AVA)*

Older Individuals - Persons 55 years old or older. *(DATAE)*

On-Going Program - A program/course that was in operation in the local educational agency service area during the previous fiscal year. *(DATAE)*

On-the-Job Training (OJT) - 1) An instructional methodology designed to provide students and other trainees with realistic on-the-job training experiences to acquire and apply knowledge, skills, and attitudes in an occupational field; 2) Certain public school courses through exceptional student education or vocational education; and 3) A planned experience in a work situation through which the individuals, under supervision, learn to perform the job tasks. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Open Entry/Open Exit Courses or Programs - A program or course which enables the student to enter and/or exit at a point-in-time other than the term start and end dates specified on the school academic calendar. *(DATAE)*

Operation Education - A media campaign initiated in September, 1992, to promote the educational reform movement in Florida. It is designed to create or enhance public awareness of the dramatic change now underway in Florida schools. It also aims to build public support for education, and to increase public involvement in school improvement at all levels within the educational system. *(Blueprint 2000 - 10/6/92)*

Outcome - Is what ultimately happens to a student who takes a job-preparatory vocational education program. *(DATAE)*

Outcome-Based Education - School curriculum and learning environment determined by what students are ultimately expected to do. *(DATAE)*

Outcome Measures - A measure to gauge the ultimate results of a vocational education program in terms of its impact on a student's life. Examples include placement rate or earnings levels. *(F.S. 239.233 [3][b]1)*

Output Measures - A measure to gauge the direct results of a vocational education program. Examples include the completion rate or the productivity rate. *(F.S. 239.233 [3][b]1)*

Parental Choice/Involvement - Marketplace model for school choice and/or vital parental involvement in local schools. *(DATAE)*

Part-Time Student - The formula for determining a part-time student is contained in Florida Statute 236.013. *(F.S 236.013)*

Performance-Based Diploma Programs - Designed to provide at-risk students with an alternative method of earning a high school diploma. Students demonstrate competency by passing an exam designed to test specific performance objectives. Diplomas are awarded based on mastery of the required knowledge and skills attained rather than the earning of a certain number of credits. The flexibility of this system and its emphasis on the individual enables students with diverse learning styles to successfully complete high school. *(DATAE)*

Performance-Based Funding - *(See Performance-Based Incentive Funding System)*

Performance-Based Incentive Funding System - Provides incentives to improve the performance of job preparatory postsecondary vocational and applied technology education programs; to have a positive impact on economic development; and, reduce public assistance payments by:

1. redirecting existing resources towards targeted occupations so that more students will be trained for the jobs of the future;
2. improving the effectiveness of selected vocational and applied technology education programs in areas such as, increasing the percentage of students that complete the programs and are placed in instruction related jobs; and,
3. attracting and training a greater percentage of students who are members of designated populations.

Performance-Based Vocational Teacher Education - A systematic approach to the professional preparation of vocational teachers based on the cognitive, psychomotor, and affective competencies essential to a teacher's success in the classroom. *(DATAE)*

Perkins Act, Carl D. - Federal legislation that allocates funds to the states on receipt of an approvable plan to implement provisions of the act. The State of Florida receives $40 million plus annually to fund vocational education programs under this Act. *(P.L. 101-392)*

Phi Beta Lambda (PBL) - A non-profit, local, district, state, and nationally affiliated organization for all postsecondary students participating in business education programs. Its purpose is to provide, as an integral part of the instructional program, additional opportunities for postsecondary students in business education to develop vocational and career supportive competencies and to promote civic and personal responsibility. *(DATAE)*

Placement -

(1) A student in a job preparatory vocational program shall be considered a placement when he/she has become employed in an occupation requiring the use of the competencies acquired in the vocational program, he/she has entered the military service, or he/she continues their postsecondary education. *(DATAE)*

(2) Refers to the steps involved in assisting a person to locate, apply for, and obtain a job. Occasionally, the term is also intended to mean the steps involved in the application and hiring process only. In school system contexts, "placement" may be used to mean the positioning of a person at or in a particular program course or grade, or as a synonym for "assignment." *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Placement Rate - Vocational job preparatory program completers who were placed divided by the vocational job preparatory completers found by FETPIP minus the sum of students continuing secondary education and students being followed-up in another program. *(Implementation Manual for Florida's System of Core Measures and Standards for Vocational Education, September 1992)*

Placement Services - Services that provide assistance to school graduates or dropouts depending upon the desires of the individual to obtain gainful employment or to engage in a combination of employment and further education. *(DATAE)*

Place-Train - The basic entry and training sequence in supported employment. The place-train approach is one in which persons interested in employment are presumed ready for employment (and needed training and related support services) as soon as a properly matched job is developed. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Plan for Achieving Self Support (PASS) - Applies only to the Supplemental Security Income (SSI) program. Under this plan, a disabled or blind individual is permitted to receive earned and unearned income and accumulate resources over a reasonable period of time in order to obtain occupational training and education, purchase occupational equipment, establish a business, etc. Thereby, encouraging the individual to become financially self-supporting. The income and resources set aside under a plan are excluded from the SSI income and resources tests. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Plan of Services - These services may be any of various school or agency documents intended to describe the needs of a person with disabilities and a plan to meet these needs, including services, time lines, and some delineation of responsibilities related to provision of needed services. Examples of such plans include Individualized Education Plan (IEP), Individualized Transition Plan (ITP), Individualized Prescriptive Program (IPP), Habilitation Plan (HP), and Individual Written Rehabilitation Program (IWRP). *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Planning Region - The 28 vocational planning regions that were established by Sections 228.073 and 228.074 F.S. for the purpose of planning for Vocational Education, Adult General Education, and Community Instructional Services. These regions are contiguous with the 28 community colleges. *(DATAE)*

Portfolio - A collection of materials that are representative of a person's work (e.g. writing samples, artistic creations, projects) *(Blueprint 2000 - 10/6/92)*

Postsecondary Adult Vocational Program - Job-preparatory programs, excluding supplemental vocational instruction, through which a student receives a vocational certificate upon the completion of instruction. *(F.S. 239.105)*

Postsecondary Educational Institution - An institution legally authorized to provide postsecondary education within a state, a Bureau of Indian Affairs controlled postsecondary institution, or any postsecondary educational institution operated by or on behalf of any Indian tribe that is eligible to contract with the Secretary of the Interior for the administration of programs under the Indian Self-Determination Act or under the act of April 16, 1934. *(P.L. 101-392)*

Postsecondary Vocational Program - College-credit, job-preparatory programs, excluding supplemental vocational instruction, through which a student receives an associate in science degree upon the completion of instruction. *(F.S. 239.105)*

Potential Dropout - *(See At-risk Students)*

Potential Postsecondary Vocational Enrollees - The potential vocational and applied technology education enrollees are the number of students out of the total secondary population who typically do not attend college upon graduation from high school. *(DATAE)*

Potential Supply - The number of vocational and applied technology job preparatory program "completers" and "leavers" with marketable skills. *(DATAE)*

Practical Arts Courses - Courses designed to teach students practical generic skills which, though applicable to some occupations, are not designed to prepare students for entry into a specific occupation. Such courses may include, but may not be limited to, typing, industrial arts, and home economics. *(F.S. 228.041)*

Practicum - Instruction provided as part of a planned job preparatory program whereby the student is placed on the job for selected occupational experiences under the direct supervision of the teacher or job representative. The student is not paid wages. *(DATAE)*

Preparatory Services - Means services, programs or activities designed to assist individuals who are not enrolled in vocational education programs, in the selection of, or preparation for participation in, an appropriate vocational education training program. Preparatory services include, but are not limited to: (1) services, programs or activities related to outreach to, or recruitment of, potential vocational education students; (2) career counseling and personal counseling; (3) vocational assessment and testing; and (4) other appropriate services, programs or activities. *(P.L. 101-392)*

Pre-service Training - Educational training for vocational education teachers, counselors, supervisors, and administrators to enable them to increase skills and knowledge related to jobs that they plan to enter. *(DATAE)*

Prevocational Training Programs - Programs designed to provide attitudinal and motivational services to students prior to their entering vocational preparatory programs. The programs may also include basic skills development; assessment of student needs, abilities, aptitudes, and interests in relation to vocational education and jobs; as well as guidance and counseling services. *(DATAE)*

Private, For-Profit Organization - An agency, organization or institution, not under federal or public supervision or control, which is owed by one or more individuals, partnerships, corporations, or associations whose net earnings do or can benefit any private shareholder or entity. *(Adult Education Act, FY 1994, Section 353)*

Private Industry Council (PIC) - Local groups comprised of not less than 50% private sector members who oversee the Job Training Partnership Act at the local level. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Private, Nonprofit Organization - An agency, organization or institution, not under federal or public supervision or control, which is owned by one or more corporations or associations whose net earnings do not benefit, and cannot lawfully benefit, any private shareholder or entity. *(Adult Education Act, FY 1994, Section 353)*

Private Vocational School - A school established and operated by an agency other than the State or its subdivisions and supported by other than public funds, which has as its purpose the preparation of students for entrance into, or progress in, trades or other skilled occupations. *(AVA)*

Private Vocational Training Institution - A business or trade school or technical institution or other technical or vocational school in any state that:

A. Admits as regular students only persons who have completed or left elementary or secondary school and who have the ability to benefit from the training offered by such an institution;

B. Is legally authorized to provide, and provides within that state, a program of postsecondary vocational or technical education designed to fit individuals for useful employment in recognized occupations;

C. Has been in existence for two years or has been specially accredited by the Secretary as an institution meeting the other requirements of this subsection; and

D. Is accredited:

1. by a nationally recognized accrediting agency or association listed by the Secretary pursuant to this clause;
2. if the Secretary determines that there is no nationally recognized accrediting agency or association qualified to accredit a school of a particular category, by a state agency listed by the Secretary pursuant to this clause; or
3. if the Secretary determines that there is no nationally recognized or state agency or association qualified to accredit schools of a particular category, by an advisory committee appointed by the Secretary and composed of persons specially qualified to evaluate training provided by schools of that category, which committee shall prescribe the standards of content, scope, and quality which must be met by those schools and shall also determine whether particular schools meet those standards. (For the purpose of this paragraph, the Secretary shall publish a list of nationally recognized accrediting agencies or associations and state agencies which the Secretary determines to be reliable authority as to the quality of education or training afforded.) *(P.L. 101-392)*

Productivity Rate - The Productivity Rate is calculated by dividing the number of program completers plus the number of program leavers with marketable skills who are placed by the number of accountable enrollments in the program minus the number of accountably enrolled students who remain in the job-preparatory program. *(Florida's Consensus System - 1994)*

Professional Education Courses - Courses that deal with the study of the history, philosophy, psychology, content, and/or methods of education. *(AVA)*

Program - An entire vocational, adult, and/or community education system including activities supported by federal and non-federal funds. *(DATAE)*

Program Articulation - A planned process linking two or more educational systems within a community to help students make a smooth transition from one level of instruction to another without experiencing delays or loss of credit. *(Bushnell, 1978)*

Program Completion Rate - (See Completion Rate)

Program/Course Structure - The manner in which the content of the program of study or course is structured, e.g., separate subjects, broad fields, integrated, and so forth (**NOTE:** The proposed uniform vocational education program/course structure is structured by types of programs/courses within broad occupational fields.) *(DATAE)*

Program Improvement Target - (See Target)

Program of Studies - A four or six year educational plan for Tech Prep students designed to show, year by year, exactly what academic and career preparation courses from the secondary to the postsecondary levels are required to complete a certificate, associate degree, or apprenticeship program. *(The Florida Tech Prep Counselor's Manual, 1994)*

Program Performance Indicator - A characteristic of program performance indicative of how effectively that program is functioning. An example is: One output indicator is completion rate. *(DATAE)*

Program Performance Measure - The way a program performance indicator is calculated. An example is a formula for calculating a program performance, i.e. the completion rate equals the number of completions divided by the number of accountably enrolled students in the program. *(DATAE)*

Program Service Area - The major subject grouping of vocational programs based on some aspect of commonality. Examples include: marketing education, business education, industrial education, public service education, home economics education, and health occupations education. *(DATAE)*

Progress Chart - A running record showing the operation, jobs, projects, or other assignments completed by the individual students in a class. *(AVA)*

Project - The services or activities which an agency agrees to provide for a specified period of time utilizing state or federal funds awarded to a grant recipient. *(Adult Education Act, FY 1994, Section 353)*

Project Application - An agency's request for a project award under state or federal education programs administered by the Florida Department of Education. *(Adult Education Act, FY 1994, Section 353)*

Project Award - The approval of a project and of funding, as stated in the Letter of Approval sent to project recipients which specifies the amount of funds awarded, the project period, and any special requirements or restrictions to be imposed by the Florida Department of Education. *(Adult Education Act, FY 1994, Section 353)*

Project Period - The length of time for which a project has been authorized. *(Adult Education Act, FY 1994, Section 353)*

Project Recipient - The school district or other agency which has been awarded a project to provide services or activities described in a project application approved by the Florida Department of Education. *(Adult Education Act, FY 1994, Section 353)*

Prose Literacy - The demonstration of competence in reading and interpreting materials such as newspapers, magazines, and books. *(F.S. 239.105)*

Provider - An individual, group of individuals, or organization offering one or more services usually under some kind of fee or contract arrangement. Related terms are Service Provider, Facility, Rehabilitation Facility, and Support Organization. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Provisional License - A license that may be issued for a school's first year of operation or is issued under circumstances which are determined by the Board. A Provisional License permits a school to begin official operation, advertise, solicit students, enroll students, and collect fees. *(DATAE)*

Public Reporting - Reports to the community are to be published to provide an awareness of the performance level of the school toward meeting identified goals. *(See also F.S. 229.594)*

Public Reporting Format - A process designed by the Florida Commission on Education Reform and Accountability for schools to publicly report on matters defined by school performance data. In the fall of 1992 and 1993 the Commissioner of Education prepared a written report on the status of Florida's education system and publicly distributed this report. Beginning in November 1994 each school will publish a report on the performance of students in relation to state performance standards in a format described by the Florida Commission on Education Reform and Accountability. *(Blueprint 2000 - 10/6/92)*

Public Service Training - Vocational courses organized to train persons, such as firemen or policemen, employed in state or municipal departments. *(AVA)*

Public Vocational School - A secondary school under public supervision and control supported by public funds which provides instruction that will enable high school youth and adults to prepare for, enter, and make progress in a skilled trade or occupation of their choice. *(AVA)*

Qualified Instructor (Community College) - A qualified instructor is a person appointed by the Community College Board of Trustees according to Chapter 240.319 Florida Statutes. *(DATAE)*

Qualified Instructor (District) - A qualified instructor is an instructional staff member who meets one of the three conditions identified in Section 6A-1.503, State Board of Education Administrative Rules. *(DATAE)*

Quality of Life - Refers to all those aspects of life that we find more or less desirable and satisfying as determined by objective elements (factual information) and subjective elements (a person's perception of this information). *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Quantitative Literacy - The demonstration of competence in the application of arithmetic operations to materials such as loan documents, sale advertisements, order forms, and checking accounts. *(F.S. 239.105)*

Racial/Ethnic Categories - These are defined as follows:

A. American Indian or Native Alaskan: A person having origins in any of the original peoples of North Americas or who maintains cultural identification through tribal affiliation or community recognition.

B. Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, Samoa, and Vietnam.

C. Black, not of Hispanic Origin: A person having origins in any of the black racial groups of Africa.

D. Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origins regardless of race.

E. White, not of Hispanic Origin: A person having origins in any of the original people of Europe, North Africa, or the Middle East (excluding Hispanics). *(DATAE)*

Rate of School Dropouts - The percentage of persons 14-17 years of age in each district not in school. *(DATAE)*

Referral - The point of entry into the support services program. The student, parent, counselor, vocational teacher, administrator, or human service representative may make the referral to support services. This starts the process of determining what specific services the student may need in order to successfully complete the instructional program. *(DATAE)*

Rehabilitation Engineering - The systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of and address the barriers confronted by individuals with disabilities in areas including education, rehabilitation, employment, transportation, independent living, and recreation. Rehabilitation Engineering Services are designed to assist individuals with severe disabilities to increase their functional abilities and potential for self-sufficiency. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Rehabilitation, Vocational - The service of preparing disabled persons for remunerative employment through diagnosis, guidance, physical restoration, training, and placement. *(AVA)*

Related Subjects - Classroom and laboratory courses designed to increase knowledge, understanding, and ability to solve technical and theoretical problems concerned with a particular occupation. *(AVA)*

Residential Setting - Any of various community or institutional residential options for persons with disabilities. A person may be independent or semi-independent in a setting, depending on the needs of the individual and the services provided. These settings might include the following:

- Own home or apartment - A residence where a person lives in with varying degrees of generic and/or specialized assistance.
- Family care program - A caretaker provides a home for a Developmental Services client and assists him or her to the extent necessary for the client to participate in normal activities and meet the demands of daily living.
- Foster care facility - Provides a family living environment including supervision and care necessary to meet the physical, emotional, and social needs of its residents. Capacity is no more than three residents (excluding caregivers).
- Group home facility - Provides a family living environment including supervision and care necessary to meet the physical, emotional, and social needs of its residents. Capacity is at least four, but not more than 15 residents (excluding caregivers).
- Intermediate Care Facilities for the Developmentally Disabled (ICF/DD formerly known as ICF/MR) - Licensed in accordance with state law and certified by the federal government pursuant to the Social Security Act, as a provider of Medicaid services to persons who are developmentally disabled or who have related conditions. Capacity is not more than 120 clients. Future development will be limited to not more than six residents excluding caregivers. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Resource Person - A person who is a participant in a discussion concerning a problem or subject. Their extensive experience and broad knowledge of the subject enable them to render authoritative opinions. *(AVA)*

Restructure - The processes or actions undertaken to change the educational delivery system in order to better serve students. The goals of any restructuring effort include enhancing the learning environment and positively affecting student achievement. Florida's current restructuring efforts focus on student outcomes and statewide goals as defined in Blueprint 2000. *(Blueprint 2000 - 10/6/92)*

Retraining Programs - Courses that provide an occupational changing type of instruction serving to prepare persons for entrance into a new occupation or to instruct workers in new and different skills demanded by technological changes. *(AVA)*

Roll Forward - The unspent portion of an allocation which remains available to an agency for use in a project to be funded under the same fund source in the next project period. *(Adult Education Act, FY 1994, Section 353)*

Rural Economic Development Initiative (REDI) - A multi-state agency developed to identify, analyze, and help rural communities solve their economic problems. *(Rural Economic Development Initiative)*

SCANS Report - The U.S. Secretary of Labor initiated a comprehensive study of American Businesses. Resulting from this study was the Secretary's Commission on Achieving Necessary Skills (SCANS) report, which defined the skills needed for employment, proposed acceptable levels of proficiencies, and the ways to assess them. The report identified the following five competencies (resources, interpersonal skills, information, systems, and technology), which, in conjunction with a foundation of skills (basic and thinking) and personal qualities are needed for a solid job performance. *(U.S. Department of Labor)*

School Advisory Council - A group composed of the principal, teachers, education support employees, students, parents, and other business and community citizens, reflective of the ethnic, racial, and economic community served by the school. The School Advisory Council is appointed by the District School Board for the purpose of assisting with the preparation and evaluation of a school improvement plan, and such assistance as the principal may request in preparing the school's annual budget. *(Blueprint 2000 - 10/6/92)*

School-Based Learning - Is based upon the following:

1. Career awareness, exploration and counseling,
2. Selection of a career major by the beginning of the 11th grade,
3. Instructional programs that meet the same academic standards of all students including Goals 2000,
4. Earning a skill certificate, and
5. Regular evaluation of academic strengths and weaknesses of students. *(DATAE)*

School-Based Management - Local control of school budget, program, personnel, and decision making. *(DATAE)*

School of Enrollment - For each student an enrollment record is reported to the Division of Public Schools by the school districts. Also, a school of enrollment and a school of instruction are reported. School Improvement Analysis is designed based on the school of enrollment. That is, the enrollment records of the students in the analysis are accumulated by the school where they are enrolled. *(DATAE)*

School Facilities - Classrooms and related facilities (including initial equipment) and interests in lands on which such facilities are constructed. Such terms shall not include any facility intended primarily for events for which admission is to be charged to the general public. *(P.L. 101-392)*

School Improvement Needs Assessment - Identifies needs ("what is" and "what should be"), places them in priority order, and selects the needs to be reduced or eliminated based upon state and locally developed performance standards. *(Blueprint 2000 - 10/6/92)*

School Improvement Plan - An annual comprehensive school-level plan of action (first due at the end of the 1992-93 school year), based upon an assessment against the goals, standards, and outcomes of Blueprint 2000. The improvement plan should include at least the following elements: goals, needs assessment, indicators of school progress, indicators of student progress, strategies and activities for improvement; evaluation procedures; vision or mission statement; and definitions of adequate progress. *(Blueprint 2000 - 10/6/92)*

School of Instruction - For each student an enrollment record is reported to the Division of Public Schools by the school district. Also a school of enrollment and a school of instruction are reported. Program Improvement Analysis is designed based on school of instruction. That is, the enrollment records of the students in the analysis are accumulated by the school where they are receiving instruction. *(DATAE)*

School-to-Work Continuum - Programs designed to provide a bridge between school and the work place. Through these programs, students and workers in Florida are prepared to enter the workforce, attend technical training programs, enroll in other postsecondary programs, or upgrade their skills on the job. *(DATAE)*

School-to-Work Transition - An initiative that strives to ensure that today's young people be adequately prepared for the future workforce within the state and the nation. (*The Florida Tech Prep Counselor's Manual, 1994)*

Secondary Job Preparatory Programs - Vocational and applied technology education programs designed to provide students who have not left secondary school or graduated from high school with instruction and experiences to prepare for effective entry into an occupation. *(DATAE)*

Secondary School - Means a day or residential school that provides secondary education as determined under State law. In the absence of State law, the Secretary may determine, with respect to that State, whether the term includes education beyond the twelfth grade. *(EDGAR, Section 77.1[c])*

Secondary Vocational Program - Vocational and applied technology education for persons in secondary grades as defined by law or state board rule. *(DATAE)*

Secondary Vocational Students - Students in programs of vocational education studies designed for grades 7-12 that lead to a high school diploma. *(DATAE)*

Secretary - U.S. Secretary of Education *(P.L. 101-392)*

Section 221 - The Perkins funding category to be used for Single Parent, Displaced Homemaker, and Single Pregnant Woman programs. *(P.L. 101-392)*

Section 222 - The Perkins funding category to be used for Sex Equity programs. *(P.L. 101-392)*

Section 225 - The Perkins funding category to be used for programs to support criminal offenders. *(P.L. 101-392)*

Section 231 - The Perkins funding category to be used for secondary vocational programs. *(P.L. 101-392)*

Section 232 - The Perkins funding category to be used for postsecondary and adult vocational programs. *(P.L. 101-392)*

Section 235 - The Perkins funding category to be used for supplemental state grants for facilities and equipment and other program improvement activities. *(P.L. 101-392)*

Section 301 - The Perkins funding category to be used to support programs at community-based organizations. *(P.L. 101-392)*

Section 311 - The Perkins funding category to be used for consumer and homemaking education programs. *(P.L. 101-392)*

Section 322 - The part of the Federal Adult Education Act that prescribes the limits for the use of grant funds. *(Adult Education Act, FY 1994, Section 353)*

Section 341 - The Perkins funding category to be used for Tech Prep education programs. *(P.L. 101-392)*

Section 353 - The part of the Federal Adult Education Act that prescribes the limits for the use of grant funds for the purpose of special demonstration or teacher training projects. *(Adult Education Act, FY 1994, Section 353)*

Sequential Course of Study - An integrated series of courses that are directly related to the educational and occupational skill preparation of individuals for jobs, or preparation for postsecondary education. *(P.L. 101-392)*

Service Network for Severely Emotionally Disturbed Students (SEDNET) - Multiagency network of regional projects in Florida created to ensure that all severely emotionally disabled students receive comprehensive educational and mental health services. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Service Occupations - Those occupations which have as their primary purpose the rendering of personal service to the customer or maintenance of existing equipment. *(AVA)*

Services - Special assistance, such as interpreters, provided to individuals with disabilities to facilitate their participation in education, employment, and activities in the community. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Sex Bias - Behavior resulting from the assumption that one sex is superior to the other. "Sex Bias," as used in the Vocational Education Act, includes sex discrimination. *(DATAE)*

Sex-Role Stereotyping - Attributing behaviors, abilities, interests, values, and roles to a person or group of persons on the basis of their sex. *(DATAE)*

Shared Decision Making - Participatory decision-making vested in the school-site team of administrators and teachers. *(DATAE)*

Sheltered Employment - Employment in a work setting designed for persons with disabilities whose disabilities are believed too serious or who are not considered otherwise ready for employment in the general community. Sheltered employment settings generally do not integrate non-disabled workers and workers with disabilities. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Simulations - Provide opportunities for innovative methods of instruction using technology. Computer-assisted instruction, interactive video, and real-life scenarios may be applied to such disciplines as law enforcement, industrial education, technology education, and health occupations. *(DATAE)*

Single Parent - An individual who (A) is unmarried or legally separated from a spouse; and (B) (1) has a minor child or children for which the parent has either custody or joint custody or (2) is pregnant. *(P.L. 101-392)*

Site - Place where vocational, adult, or community education programs take place i.e., the building, school or campus. *(DATAE)*

Situational Assessment - A process of systematic observation for evaluating work-related behaviors in a controlled work environment. Although any type of situation may be used, real work is most often used in order to add relevance. The element distinguishing situational assessment from other types of assessment is the capability of systematically varying demands in order to evaluate for work-related behaviors i.e., social skills, quality of work, and use of materials. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Skill-Enhanced - Requirements for the postsecondary program have been raised so the Tech Prep graduates will complete a full two-year postsecondary program that provides advanced skills. *(DATAE)*

Small Business - For-profit enterprises employing 500 or fewer employees. *(P.L. 101-392)*

Smith-Hughes Act - The basic federal vocational education act, passed in 1917, that established the principles of federal financial aid and cooperation with the states in promoting public vocational education (not leading to a baccalaureate degree) in agriculture, trade and industries, and home economics for persons age 14 and over. It includes a permanent appropriation and is administered by the U.S. Office of Education, Department of Health, Education, and Welfare. *(AVA)*

Social Security Disability Insurance (SSDI) - Title II, Social Security Disability Insurance. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Social Security Income (SSI) - Title XVI, Supplemental Security Income. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Special Education Assistance - Specially designed instruction, teachers' aides to support classroom or laboratory instruction, taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use with manual impairments, and other similar services and actions as well as facility modifications. *(DATAE)*

Specialized Associate Degree (S.A.D.) - A credential offered by a non-public vocational school for a program of study which is at least 1,200 clock hours (or the credit hour equivalent) in length. *(DATAE)*

Special Populations - Individuals with disabilities, educationally and economically disadvantaged individuals (including foster children), individuals of limited English proficiency, individuals who participate in programs designed to eliminate sex bias, and individuals in correctional institutions. *(P.L. 101-392, Section 521)*

Specific Job Training - Means training and education for skills required by the employer that provides the individual student with the ability to obtain employment and to adapt to the changing demands of the workplace. *(P.L. 101-392)*

Stabilization - The demonstrated ability of the person with disabilities to perform on the job at a level acceptable to the employer with reasonable independence and consistency. In the individual model, stabilization refers to employer-acceptable job performance that the person has been maintaining satisfactorily, for a period of at least 60 days, with ongoing support services that do not exceed 20% of normal work hours. In an enclave or work crew situation, stabilization refers to the job performance of an individual, that has been acceptable to all parties, within the normally available levels of supervision and support, for a period of at least 60 days. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Staff - Employees other than certified instructional personnel. *(Blueprint 2000 - 10/6/92)*

Staff Development - The process of providing planned, coordinated opportunities to meet identified needs for professional and/or personal growth to support or improve public education. In DATAE, this service is provided to persons employed at the state, county/district, or school levels and/or parents, and business and industry partners in education with an interest in Florida's public education system. *(DATAE)*

Stakeholders - Students, parents, administrators, staff, and all other concerned citizens. *(Blueprint 2000 - 10/6/92)*

Standard (Program Improvement) - A minimal level of acceptable performance identified for a vocational education program performance measure, i.e. 70% placement standard or 20% completion standard. (See also Target) *(DATAE)*

State - Includes, in addition to the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the northern Mariana Islands, and Palau (until the Compact of Free Association with Palau takes effect pursuant to section 101(a) of Public Law 99-658) *(DATAE)*

State Board - A state board designated or created by state law as the sole state agency responsible for the administration of vocational education, or for supervision of the administration of vocational education in the state. *(P.L. 101-392)*

State Board for Career Education - The agency created by a state that has the major responsibility for the administration and general supervision of vocational and applied technology education in that state. It is responsible for maintaining certain minimum standards in the expenditure of federal funds allotted to the state for vocational education. *(AVA and Laws of Florida, 1994, Chapter 94-232)*

State Corrections Educational Agency - The state agency or agencies responsible for carrying out corrections education programs in the state. *(P.L. 101-392)*

State Council - The state council on vocational and applied technology education established in accordance with section 112 of the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990. *(P.L. 101-392)*

State Director for Vocational Education - An administrator designated within the state to be directly responsible to the executive officer of the State Board for Career Education for the administration and operation of the total vocational and applied technology education program in that state. *(AVA)*

State Educational Agency - The State Board of Education or other agency or office primarily responsible for the state supervision of public elementary or secondary schools, or if there is no such officer or agency, an officer or agency designated by the governor or by state law. *(P.L. 101-392)*

State Goal - One of seven goal statements in "Blueprint 2000," Florida's School Reform/Accountability legislation. These goals are statements of intent expressed in global terms and designed to provide a direction or focus for achievement in Florida's educational program. *(Blueprint 2000 - 10/6/92)*

State Legalization Impact Assistance Grant Program (SLIAG) - These grants may be used for reimbursement of, or payments for, the cost incurred by local educational agencies, in providing educational services to eligible legalized aliens, authorized by Public Law 99-603, Section 204, 1986 Immigration Reform and Control Act. *(DATAE)*

State Plan - A document developed and submitted for a three-year period in the case of the initial plan and a two-year period thereafter, together with such annual revisions as the State Board determines to be necessary for the purpose of applying for vocational and applied technology education funds allocated to states for each fiscal year through the Carl D. Perkins Vocational Act of 1984. *(DATAE)*

Steering Committee - A group of qualified persons appointed to give direction to a project in its initial stages and usually followed by an advisory committee to establish policies and operating procedures. *(AVA)*

Stereotyping - Attributing behaviors, abilities, interests, values, and roles to a person or group of persons on the basis of their sex, age, race, handicap, national origin, and/or religious persuasion. *(DATAE)*

Strategies - Suggested methods and techniques for use in invoking action leading toward goal achievement. *(Implementation Manual for Florida's System of Core Measures and Standards for Vocational Education, September 1992)*

Student Teacher - A person enrolled in a School of Education who has been assigned to assist a regular teacher in a real school situation. No compensation is paid for this service. *(AVA)*

Student Tracking - The process by which the progress of individual students is updated over the passage of time. *(See also Annual Snapshot Enrollment Reporting and Longitudinal Survey)* *(DATAE)*

Student Work Station - A location provided with equipment, tools, materials, and supplies necessary for a student to apply knowledge or practice skills, that are required, for the achievement of competencies designated, for the program, for which the work station was established. *(DATAE)*

Students Remaining in Program - Students still enrolled in a vocational and/or adult education program at the end of an enrollment reporting period. They are sometimes considered separately in certain program performance measures, e.g., the productivity rate. *(DATAE)*

Substance Abuse - The use of a substance (drug, alcohol, etc.) in a way that has the potential for harm to the user and society. *(Blueprint 2000 - 10/6/92)*

Supervising Teacher - An experienced teacher, who is responsible for directing the practice teaching activities of student teachers. *(AVA)*

Supervisor - The professional person responsible for the promotion, development, maintenance, and improvement of instruction in a given field. Supervisors may operate at the local or state level, and much of their work is concerned with in-service training for vocational teachers. *(AVA)*

Supplanting of Funds - In preparing their applications for federal funds, local education agencies need to be certain that such funds would not replace (supplant) state or local funds appropriated for the same purposes. *(DATAE)*

Supplemental Programs - Programs designed to enable persons, who are or have been employed in a specific occupation, to upgrade their competencies in order to re-enter or maintain stability or advancement within their occupation. *(F.S. 228.041)*

Supplementary Services - Curriculum modification, equipment modification, classroom modification, supportive personnel, and instructional aides, and devices. *(P.L. 101-392)*

Supplemental Vocational Courses - Courses conducted to enhance or upgrade the occupation-related skills of a person currently employed in that occupation, or a person formerly employed in that occupation, who seeks occupational reentry. *(F.S. 239.105)*

Supplies - Items of expendable nature that are consumed, worn out, or deteriorated in use; or that lose their identity through fabrication; or are incorporated into a different or more complex unit or substance. *(Adult Education Act, FY 1994, Section 353)*

Supply - The total number of preparatory program completers and leavers, with marketable skills; less the total number of those completers and leavers, who are continuing their education; and/or who have entered the military service. This difference represents the number available for employment. *(DATAE)*

Support Services - Activities and services that contribute to the enhancement of quality in vocational education programs i.e., dependent care services and transportation, teacher training, curriculum development, and encouraging and removal of sex stereotyping in vocational education. *(DATAE)*

Support Services for Men - Counseling, job development, and job follow-up services provided men, who enter programs designed to prepare them for employment in jobs that have been traditionally limited to women, and assist them in overcoming the barriers that they face in working in nontraditional areas. *(DATAE)*

Support Services for Women - Counseling, job development, and job follow-up services provided women, who enter programs designed to prepare them for employment in jobs that have been traditionally limited to men, and assist them in overcoming the barriers that they face in working in nontraditional areas. *(DATAE)*

Supported Employment - Competitive work averaging, at least 20 hours per week, that provides regular opportunities for interaction with non-disabled co-workers or the public, and is maintained by ongoing support services. Supported employment must have the following characteristics:

A. Targets consumers who require extended, ongoing support services in order to maintain employment in the community;

B. Develops individually tailored employment opportunities in mainstream competitive jobs, providing paid employment of at least 20 hours per week, as well as fringe benefits commensurate with those received by non-disabled co-workers in comparable positions; and

C. Provides regular opportunities at the work site for contact with non-disabled co-workers or the public.

Acceptable models of supported employment include:

A. *Individual supported competitive employment* - Includes intensive, time-limited training leading to satisfactory job performance (Phase I), and ongoing support services enabling continuing job maintenance (Phase II). This model generally offers the greatest economic and integration opportunities of all supported employment models at minimum wage or above.

B. *Enclave* - A small group, of no more than eight persons, with disabilities working under supervision in a community business, and at a wage in accordance with the Fair Labor Standards Act with preference for minimum wage or above. *("Definition of Common Terms Used* *in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Survey, Occupational - An investigation and evaluation to gather pertinent information about a single industry or the operations of an area, to determine the need for training, the prevalent practices, and the labor supply and turnover for the purpose of maintaining the vocational programs at a realistic level. *(AVA)*

Survey, Vocational Education - A study to obtain necessary information, as a basis for the proper development, of programs of vocational education. It serves to identify the needs for vocational training, recommend suitable types of classes, assist in the development of new instructional processes, and evaluate the results of work already done. *(AVA)*

System of Core Measures and Standards - A system required by Section 115 of the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990, Public Law 101-392. According to the Act, the system shall include (A) measures of learning and competency gains, including student progress in the achievement of basic and more advanced academic skills; (B) one or more measures of performance, which shall include only--(1) competency attainment, (2) job or work skill attainment or enhancement including student progress in achieving occupational skills necessary to obtain employment in the field for which the student has been prepared, (3) retention in school or completion of secondary school or its equivalent, and (4) placement into additional training or education, military service, or employment. *(Implementation Manual for Florida's System of Core Measures and Standards for Vocational Education, September 1992)*

Target (Program Improvement) - A vocational education program performance objective that is annually determined on the basis of the performance of the program in the preceding year. At the postsecondary level, the 70% placement standard functions as a minimum target value that can be determined for a program. (See also Standard) *(DATAE)*

Targeted Population - Includes individuals who are disabled (individuals with handicaps), disadvantaged (academically and economically), limited English proficient individuals, single parents and displaced homemakers, single pregnant women, individuals enrolled in programs that are nontraditional for their sex, and criminal offenders. *(Implementation Manual for Florida's System of Core Measures and Standards for Vocational Education, September 1992)*

Targeted Service Improvement Cluster (TSIC) - A consortium of districts whose population is underserved in adult education. *(DATAE)*

Teacher Certification - The approval action, based on minimum standards adopted in the state, taken by legally authorized school authorities on the professional and technical qualifications of teachers. *(AVA)*

Teacher-Education Institution - An educational agency responsible for the proper preparation of teachers. Each state board for vocational education designates the institutions within the state responsible for the preparation of vocational teachers. *(AVA)*

Teacher-Educator - A qualified professional person responsible for the preparation and in-service training of teachers. They assist teachers of prospective teachers in securing the professional knowledge, ability, understanding, and appreciation that will enable them to meet certification requirements or advance in teaching positions. *(AVA)*

Teachers - Certified instructional personnel, including classroom teachers, media specialists, guidance counselors, administrators, and others. *(Blueprint 2000)*

Teaching Aid - An auxiliary instructional device, such as a chart, drawing, picture, film, mock-up or a working model, intended to facilitate learning. *(AVA)*

Technical Assistance - Those services available from Department of Education support personnel for all components of the school improvement/accountability process. *(Blueprint 2000 - 10/6/92)*

Technical Education - Education to earn a living in an occupation, in which success is dependent largely upon technical information, and understanding of the laws of science and principles of technology, as applied to modern design, production, distribution, and service. *(AVA)*

Technician (Industrial) - A worker on a level between the skilled tradesman and the professional scientist or engineer. Their technical knowledge permits them to assume some duties formerly assigned to the graduate engineer or scientist. For example, technicians may design a mechanism, compute the cost, write the specifications, organize the production, and test the finished product. *(AVA)*

Technology - The application of knowledge, tools, and skills to solve practical problems and extend human capabilities. It is best described as a process, but it is more commonly known by its products and their effects on society. *(DATAE)*

Technology Education -

(1) An applied discipline designed to promote technological literacy that provides knowledge and understanding of the impacts of technology including its organizations, techniques, tools, and skills to solve practical problems and extend human capabilities in areas such as construction, manufacturing, communications, transportation, power and energy. *(P.L. 101-392)*

(2) A comprehensive, action-based educational program concerned with technical means--their evolution, utilization, and significance with industry, its organization, personnel, systems, resources, and products, including their social/cultural impact. *(DATAE)*

Tech Prep Education Program -

(1) A combined secondary and postsecondary program which:

A. Leads to an associate degree or 2-year certificate;

B. Provides technical preparation in at least one field of engineering technology; applied science: mechanical, industrial, or practical art or trade; or agriculture, health or business;

C. Builds student competency in mathematics, science, and communications (including applied academics) through a sequential course of study; and

D. Leads to placement in employment. *(P.L. 101-392)*

(2) Tech Prep education is a systemic educational reform initiative designed to assure that the middle majority of students, who typically fall into the "general education" track, are provided an enhanced academic program combined with technical job skills. Tech Prep education programs are established to: (1) link local educational agencies and community colleges for the development of Tech Prep education programs which are designed as seamless "4 + 2" academic and vocational education programs leading to a 2-year associate degree, a 2-year vocational certificate, or apprenticeship program; (2) develop strong, comprehensive articulated links between secondary schools and postsecondary schools; (3) ensure the integration of higher level academic

skills with technical job skills are part of a specific career program of studies; and (4) facilitate a system wide change based on the Tech Prep instructional concepts of applied learning and occupational relevancy. *(DATAE)*

Terminal Course - One that completes the subject matter on a specific area with employment as the immediate objective. *(AVA)*

Time-Shortened - Under an articulation agreement, high school students may take equivalent postsecondary courses, and after graduation and entering a nearby postsecondary institution, receive credit for articulated courses, thus completing an existing program in less time. (Requirements for the program are unchanged.) *(DATAE)*

Total Quality Management - The TQM concept plays a prominent role in Florida's school improvement activities. The process of redirecting the focus to serve the customers (or learning) and setting high expectations for outcomes has provided an implementation model for success and quality control. *(Blueprint 2000 - 10/6/92)*

Trade and Industrial Education - Instruction which is planned to develop basic manipulative skills, safety judgement, technical knowledge, and related occupational information for the purpose of fitting persons for initial employment in industrial occupations and upgrading or retraining workers employed in industry. *(AVA)*

Training Agreement - An outline of learning experiences an employer agrees to provide for a student learner enrolled in the various cooperative education programs. *(AVA)*

Transfer - A student who was enrolled in a vocational education program and who transferred to another institution, or one who transferred out of vocational education into an academic or general education program at the same institution or who transferred from one vocational program to another within the same institution. *(DATAE)*

Transition -

(1) A cooperative planning process to establish and implement a series of programs and services which maximize potential for independence in adult life for school-aged youth with special needs. This process should include: the student, families, advocates, schools, youth and adult service providers, and employers.

(2) Any movement from one phase to another. In this context, the movement of persons with disabilities from school to successful adult community living, including employment. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Transition for Students with Disabilities - This is a systems change project to improve the transition outcomes of students with disabilities. Five agencies are funding this project. Six local sites are funded to demonstrate innovative transition practices.

Transition Specialist - An individual who works with school guidance counselors, teachers, representatives from community agencies, and students with disabilities and their families to develop and implement procedures for assisting the students in their transition from school to work. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Transitional Adequate Progress - Adequate progress for any goal area will be defined annually by each school advisory council, with public input, and reached collaboratively with the school board, as part of the board approved school improvement plan. School boards must provide for assistance and intervention for any school that fails to make adequate progress in any single goal area included in the plan, in any single year, as determined by the definition of adequate progress included in the school improvement plan. *(DATAE)*

Tribally Controlled Community College - An institution which receives assistance under the Tribally Controlled Community College Assistance Act of 1976 or the Navajo Community College Act. *(DATAE)*

"2+2" Articulation - Articulation of curriculum in grades 11-14 to create a strong 4-year occupational curriculum that produces graduates with advanced skills. The intent is to eliminate, as much as possible, unnecessary duplication of training across the two levels. *(DATAE)*

Unit of Instruction - The smallest division of instruction for which a full lesson is taught. A single operation in a trade may constitute a unit of instruction. *(AVA)*

Unwarranted Duplication - Identified program operations developed independently of each other in the same geographical area by two or more institutions when the employment possibilities do not merit duplication, when the enrollment potential is limited, and/or when job placement is significantly low considered in light of enrollment/completion profiles. *(DATAE)*

Upgrading or Updating Training - Supplemental or extension training for the purpose of advancement of improving a worker's efficiency. *(AVA)*

Upper Level Academic Courses - Secondary-level language arts, mathematics, and science courses which have been identified by the Division of Public Schools as being more challenging academically. All "Level II" and "Level III" courses are considered to be high level. This definition relates to the requirement of the Perkins Act that states assess the attainment of advanced academic skills by students who are accountably enrolled in a vocational education program. *(DATAE)*

Values - The attitudes and personal qualities developed by students as reflected in the performance of the standards and outcomes identified in Florida Department of Education's Goal 3, student performance. *(Blueprint 2000 - 10/6/92)*

Vocational and Technical Education - Training intended to prepare the student to earn a living in an occupation in which success is dependent largely upon technical information and an understanding of the laws of science and technology as applied to modern design, production, distribution, and service. *(AVA)*

Vocational Assessment - A comprehensive process conducted over a period of time, usually involving a multidisciplinary team for identifying individual characteristics, education, training, and placement needs, serving as the basis for planning an individual's educational program and which provides the individual with insight into vocational potential. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Vocational Audit Students - Students enrolled in a job-preparatory or supplemental program on a space-available basis. Vocational audit students do not earn credit for degree, certificate, or other official credential purposes. These students do not earn FTEs for state funding. *(DATAE)*

Vocational Course - An organized part of a vocational instructional program that may be offered as a level within a vocational instructional program sequence. *(DATAE)*

Vocational Curriculum - A carefully selected group of courses or a sequence of subjects the content of which will provide the necessary skill and knowledge for success in a specific occupation. *(AVA)*

Vocational Education -

(A.) "Vocational education" is defined as meaning that instruction not necessarily leading to a baccalaureate degree, either graded or ungraded, listed below:

1. Job-preparatory instruction in the minimum competencies necessary for effective entry into an occupation, including diversified cooperative education, work experience, and job entry programs which coordinate directed study and on-the-job training;
2. Exploratory courses designed to give students initial exposure to the skills and aptitudes associated with a broad range of occupations in order to assist them in making informed decisions regarding their future academic and occupational goals;
3. Supplemental programs designed to enable persons who are or have been employed in a specific occupation to upgrade their competencies in order to reenter or maintain stability or advance within their occupation;
4. Practical arts courses designed to teach students practical generic skills which, though applicable to some occupations, are not designed to prepare student for entry into a specific occupation. Such courses may include, but may not be limited to, typing, industrial arts, and home economics; or
5. Instruction which integrates the basic academic skills and vocational skills. *(F.S. 228.041)*

(B.) "Vocational education" programs:

1. Should have social and economic value for every student by leading to a successful career.
2. Should assist students in establishing life goals, making decisions about their future, and beginning the process of implementing such goals.
3. Should enhance productivity and student earnings.
4. Are essential for economic development and for producing better prepared students for a changing work force.
5. Shall provide equal access for exceptional students and for educationally or economically disadvantaged. *(F.S. 228.041)*

Vocational Education Planning Region - The geographic area in which vocational or adult education is provided. Each vocational region is contiguous with one of the 28 community college service areas. *(F.S. 239.105)*

Vocational Education Program Areas - There are eight broad areas relating to occupational fields that are used to classify each specific vocational program providing training for occupations in that occupational field. The eight program areas are Agribusiness and Natural Resources, Business, Health Occupations, Home Economics, Industrial, Marketing, Diversified and Special Services, Public Service, and Technology Education. *(DATAE)*

Vocational Education Work-Study - An opportunity furnished to a student, who has been accepted or enrolled full time, and is in good standing in an approved vocational education program. The student is in need of the earnings to begin or continue his or her vocational program, and is 15 and less than 21 years of age at the onset of employment. Finally, the student can maintain good standing in school while employed, is employed for no more than 20 hours in any school week, is paid no more than the prevailing rate for similar duties, and is employed by a public or nonprofit agency or institution. *(DATAE)*

Vocational Evaluation - A comprehensive process that systematically uses work, either real or simulated, as the focal point for assessment and vocational exploration, the purpose of which is to assist individuals in vocational development. It incorporates medical, psychological, social, vocational, educational, cultural, and economic data into the process to attain the goals of evaluation. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Vocational Industrial Clubs of America (VICA) - This organization is for trade, industrial, and technical education students. It offers leadership, citizenship, and character development programs and activities to complement student skill training. VICA emphasizes respect for the dignity of work, high standards and trade ethics, workmanship, scholarship and safety as well as a partnership with businesses. *(DATAE)*

Vocational Instruction - Instruction that, upon its completion, is designed to prepare individuals for employment in a specific occupation or cluster of closely related occupations in an occupational field, and is especially and particularly suited to the needs of those engaged in or preparing to engaged in such an occupation or occupations. Vocational instruction may also include exploratory programs and practical arts course. *(DATAE)*

Vocational Job Preparatory Program or Specific Job Training - Means training and education for skills required by the employer that provides the individual student with the ability to obtain employment and to adapt to the changing demands of the workplace. *(P.L. 101-392)*

Vocational Objective - The occupational outcome of training and other preparation intended in the instructional program design. *(DATAE)*

Vocational-Preparatory Instruction - Instruction through which persons attain academic skills at the level of functional literacy or higher so that such persons may pursue postsecondary adult vocational or higher-level vocational education. *(F.S. 239.105)*

Vocational Program - A planned sequence of instruction, courses, services, or activities designed to meet an occupational objective. *(DATAE)*

Vocational Program Completer - *(See Completer)*

Vocational Program Enrollment - *(See Enrollment)*

Vocational Program Leaver with Marketable Skills - *(See Leaver with Marketable Skills)*

Vocational Program Placement - *(See Placement)*

Vocational School - A school that is organized separately under a principal or director for the purpose of offering training in one or more skilled or semi-skilled trades or occupations. It is designed to meet the needs of high school students preparing for employment and to provide upgrading or extension courses for those who are employed. *(AVA)*

Vocational Student Organizations (VSOs) - Those organizations for individuals enrolled in vocational education programs that engage in activities as an integral part of the instructional program. Such organizations may have state and national units that aggregate the work and purpose of instruction in vocational education at the local level. *(P.L. 101-392)*

Vocational Students - Students enrolled in vocational education with the intent of meeting specific occupational objectives directly related to the program of study in which they are enrolled. *(DATAE)*

Vocational Subject - Any school subject designed to develop specific skills, knowledge, and information that enable the learner to prepare for, or to be more efficient in, his chosen trade or occupation. *(AVA)*

Wages - Compensation for working, usually on an hourly rated basis. Wage payments, including sub-minimum rates, are governed by the Fair Labor Standards Act. The individual supported competitive employment (job coach) model, usually requires individuals to be placed in positions offering at least the statutory minimum, if not the actual prevailing rate customarily paid new hires. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Waivers - Approval of a request to implement the intent of a specific statute in a way other than the requirements of law. A waiver is requested by a school board on behalf of the district, a school, or a school advisory council for the purpose of school improvement. *(Blueprint 2000 - 10/6/92)*

Work Adjustment - An individually tailored rehabilitation service aimed at enabling an individual to acquire the work habits and/or related personal/social skills considered necessary for successful employment. In the past, work adjustment was traditionally offered within service provider facilities as a prerequisite to employment. With the advent of supported employment, work adjustment for many persons with disabilities is being done on the job itself in conjunction with job skill training and other support services that may be needed. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Work-Based Learning - Mandatory Activities:

1. Work experience,
2. A planned program of job training and work experiences that are coordinated with the school-based learning program that is relevant to a student's career major and leads to the award of a skill certificate,
3. Workplace mentoring,
4. Instruction in general workplace competencies, and
5. Broad instruction in all aspects of an industry. *(DATAE)*

Work Experience - A program that provides students through part-time paid employment and concurrent classroom instruction the necessary human relation skills, work attitudes, and common knowledge the skills to choose a vocation and/or vocational training program and have a successful employment experience. Written training agreements and written job skills plans are required for these employment positions. *("Definition of Common Terms Used in Florida, January 24, 1991" adopted by the Supported Employment Advisory Council)*

Work Experience Education (Occupational Experience) - Employment undertaken as part of the requirements of a school course and designed to provide planned experiences in the chosen occupation, which are supervised by a teacher-coordinator and the employer. *(AVA)*

Work Experience Program - A school-supervised program that, through part-time employment, provides experiences in a work environment to assist potential school leavers in acquiring the necessary human relation skills, work attitudes, and common knowledge required for successful employment and for choosing a vocation and/or a vocational training program. The content of this program is related to the occupational objective of the student and taught in terms of the occupation and not for general academic preparation. *(DATAE)*

Workforce Education Program - Provide additional training and retraining for adults who are out of school and already in the workforce. Classes using job-related materials are offered at the work site to provide training ranging from basic literacy to General Education Development (GED) preparation. These classes are convenient for both workers and their employers, and skills learned can be put to immediate use. *(DATAE)*

Workforce Literacy - The basic skills necessary to perform in entry-level occupations or the skills necessary to adapt to technological advances in the workplace. *(F.S. 239.105)*

Workplace Literacy Audits - Conducted to assess the abilities of workers in the skills needed to do a particular job. These audits are particularly useful to industries that are making major technological changes requiring a whole new set of skills of its employees. Audits result in a comprehensive picture of job-specific requirements that assist employers in developing training programs that make effective use of time and funds. *(DATAE)*

Work Study Program - Administered by the local educational agency and made reasonably available (to the extent of available funds) to all eligible youths in the area served by such agency. Employment under the program may be for the local educational agency or some other public agency or institution and will be furnished only to students who (a) have been accepted for enrolled as full-time students in an approved vocational education program. (b) need earnings to continue their vocational education, and (c) are at least 15 and less than 21 years of age. No student shall be employed under the program more than 15 hours in any class week or paid more than $45 in any month or $350 in any academic year, except in special cases. *(AVA)*

Youth Apprenticeship - A broad effort to improve the transition from high school to work. Youth apprenticeship is explicitly intended to link high school students with business and industry thus integrating education and work-based learning programs leading to a credential of proficiency. *(The Florida Tech Prep Counselor's Manual, 1994)*

Acronyms and Definitions Response Form

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